STARS MANUAL

GETTING STARTED

INTRODUCTION

This chapter explains how to log on to the system and how to update your security passwords. It also explains how to navigate the Statewide Accounting and Reporting System (STARS) are explained. You will benefit from learning the use of function keys and some keyboard shortcuts.

The batch header form and data entry requirements are also explained. You will learn how to add, change, view, and delete transactions to an existing batch. The basics of getting into a batch to review and release are an important element of this chapter.

General guidelines are provided for entering and updating accounting transactions. While STARS provides many online controls to help prevent accounting errors, agency staff and management still retain the ultimate responsibility to produce complete and accurate accounting information and records.

Separate Getting Started chapters are also available that are focused on certain subjects:

- Logging On and Navigating the STARS Screens

- Entering Batches and Transactions

- Review and Process Transactions and Batches

- Data Elements on the General Transaction Entry (S501) Screen

- Solving Batch Edit Mode 3 Problems

- Daily Data Entry Reports

CURRENT REVISIONS

October 9, 2003 – Updated the summary steps to change batch effective date. Screen print had been updated, but the step-by-step instructions did not match.
December 28, 2005 – Added new Interrupt codes. Logging on and Navigating the Screens

STARS SECURITY

In order to access the State Controller's Office (SCO) computer system, you must get a CICS security authorization. To access STARS, you must get a STARS security authorization.

Each Operator (employee) will supply STARS with a unique operator identification number through their agency STARS Security Administrator. The State Controller's Office (Statewide Accounting) will assign a maximum three-character (alpha/numeric) password for each Operator ID. These two three-character logons will be required each time you access STARS. They control both access and authorization within STARS.

CICS SECURITY

Once SCO Statewide Accounting assigns your STARS security, SCO (Computer Service Center) will assign a CICS (Top Secret) security USERID and a PASSWORD to get access to the mainframe system.

> **WARNING:** **Do not share your passwords with anyone. Sharing a logon password destroys the control environment of STARS Security.**

IMPORTANT NOTE ABOUT AGENCY LOGONS

Some agencies may implement a login script whereby once a user simply logs onto their computer, they are automatically logged on to CICS or STARS. The screens described in this document are not seen by these users. If you are one of these users and the logon to CICS or STARS fails, it might be impossible to know which of the separate logons are not working. In this case, you should contact you local IT or computer support person for assistance.

IMPORTANT NOTE ABOUT KEYBOARDS

Some keyboards (such as a Microsoft Natural Multimedia keyboard) have a Function Lock key, which must be "on" in order to use the function keys. However it must be "off" to use the PAUSE key.

Also, some keyboards use a different key other than PAUSE to clear the screen. If PAUSE does not clear your screen, you may have a special keyboard-mapping configuration. See your local computer support person to identify the correct key to use when you want to clear the screen. Similarly, other keys typically used in FAS or STARS may also have a different mapping on your keyboard.

LOGGING ON TO CICS/CESN

(If you have forgotten your password, please click here for password reset information)

1. At the Idaho State Controller's Computer Network screen (see Figure 1 below), locate the cursor (an underline character (_) at the bottom left of the screen, below the **ENTER SELECTION BELOW** prompt).

2. Type **cicsprod**, and then press ENTER.

Figure 1: CICS Idaho screen

```
 ========   =====      ==       ==    ==    ====        ....
   ==       ==     =  == ==     ==    ==   =    =      .....
   ==       ==     =  =   =     ==    ==   =    =       .....
  ==        ==     =  ======  =======   =    =       ..........
  ==        ==     =  ==    == ==    ==   =    =      ..........
 =======  ======   ==   ==  ==   ==   =====        ..........

        CICSDVLP ==> CICS V 4.1.0 DEVELOPMENT
        CICSPROD ==> CICS V 4.1.0 PRODUCTION
        CICSQUAL ==> CICS V 4.1.0 QUALITY ASSURANCE
        CICSSIMU ==> CICS V 4.1.0 SIMULATION
        TSO      ==> TIME SHARING OPTION
        HELP DESK: (208)334-4808           M-F  8A-5P MOUNTAIN
                   (208)334-3155 OR 334-2450  NIGHTS AND WEEKENDS

ENTER SELECTION BELOW:
cicsprod
```

3. The system confirms you have connected to CICS by presenting the CICS banner screen shown below.

Figure 2: CICS banner screen

```
AU0100 TO  -        CONTROLLER'S CICSPROD TS VERSION 2.3      10:14:55


               ******\  ******\  ******\   ******\(R)
              ********\ ******\ *******\ *******\
              **\\\\\**\   **\\\ **\\\\**\ **\\\\**\
              **\    \\   **\   **\    \\ **\    \\
              **\          **\   **\       *******\
              **\          **\   **\       *******\
              **\          **\   **\        \\\\**\
              **\   **\   **\   **\   **\ **\   **\
              ********\ ******\ *******\ *******\
               ******\\ ******\  ******\\  ******\\
                \\\\\\   \\\\\\   \\\\\\   \\\\\\
```

4. Press PAUSE to clear the screen.

5. At the blank screen, type **cesn**, and then press the ENTER key.

Figure 3: CESN logon

```
cesn
```

The CICS Security Screen should appear:

Figure 4: CICS Security Screen

```
                      Signon to CICS                    APPLID CICS

AU0100 TO  -        CONTROLLER'S CICSPROD TS VERSION 2.3


Type your userid and password, then press ENTER:

        Userid . . . .        Groupid . . .
        Password . . .
        Language . . .


   New Password . . .



DFHCE3520 Please type your userid.
F3=Exit
```

6. Type the assigned CICS **Userid** given to you by your agency security administrator in the **Userid** (user identification) field.

7. Press TAB to move the cursor to the **Password** field, bypassing **Groupid** - group identification. (If your agency uses group identification, enter the **Groupid**.)

8. Type the CICS **Password** given to you by your agency security administrator, and then press the ENTER key. (For security, the screen will not display the password.)

NOTE:	If you need help at this point with the logon, call or email the SCO Computer Service Center Help Desk: Phone: (208) 334-4808 Email: scohelpdesk@sco.idaho.gov

9. After you type your CICS Userid and Password, the **Bill Code Screen** should appear. This screen controls the distribution of CICS costs.

Figure 5: Bill Code Screen

```
XA01 BILLCODE= XXXXXXXX

    BILLCODE:  THIS IS AN OPTIONAL PARAMETER TO HELP YOU
     THE USER DISTRIBUTE CICS COSTS WITHIN
     YOUR OWN AGENCY.

     THIS IS EIGHT (8) DIGITS IN LENGTH, THE FIRST
     THREE (3) MUST BE A VALID BILLING CODE IN
     THE CONTROLLER'S CURRENT BILLING SYSTEM.

     IF YOU ENTER AN INVALID BILLING CODE YOU WILL
     RECEIVE AN ERROR MESSAGE AND WILL HAVE THE OPTION
     OF CORRECTING IT OR USING YOUR DEFAULT CODE

     IF YOU DO NOT ENTER ANYTHING IN THE BILLCODE
     FIELD, IT WILL DEFAULT TO THE CODE YOU ARE
     CURRENTLY BEING ASSIGNED
```

10. Type the specific **Bill Code** (up to eight characters) at the **XA01 BILL CODE** field and then press the ENTER key (**Example: XXXXXXXX**). If you left the bill code field blank, the default code for your agency is displayed.

Figure 6: Bill code confirmation

```
            *** YOUR BILL CODE IS  XXXXXXXX

       *** YOUR NETWORK NAME IS  LGW2XR56  ***
```

- Various agencies may have more than one bill code, but you can only enter one bill code per session. You could leave the **XA01 BILL CODE** field blank and press the ENTER key. The bill code will default to one of your agency's bill codes.

11. Press PAUSE to clear the screen. A blank screen should appear (see the STARS section below). You are now ready to go to the next section, "Logging on to STARS".

> **NOTE:** If your logon fails three consecutive times (e.g., you have forgotten your password), your operator ID is suspended and you will not be able to sign on. In order to reactivate an operator ID, your agency security administrator must call The State Controller's Office.

LOGGING ON TO STARS

After logging on to CICS, you are ready for the second part of logging on to STARS.

1. Type **dsys**, then press ENTER.

Figure 7: DSYS log on

```
dsys

```

The computer will display the **STARS** banner screen with OPERATOR ID and PASSWORD fields, as shown in the example below.

Figure 8: STARS banner screen

```
* * |  |   |  |     STATE OF IDAHO - STATE CONTROLLER WELCOMES YOU    |  |  |   |*
* |  |  |   | |STATE ACCOUNTING FINANCIAL REPORTING INFORMATION SYSTEM|  |  |   |*
* |  |  |   |              COPYRIGHT 1987  PMM AND CO.                 |  |  |   |*
* |  |  |   |                                                         |  |  |   |*
*==============================================================================*


       @@@@@@@@@     @@@@@@@@@        @@@      @@@@@@@@@     @@@@@@@@@
         @@              @@          @@ @@      @@     @@     @@
       @@@@@@@@@@        @@          @@  @@    @@@@@@@@@@    @@@@@@@@@@
            @@          @@         @@@@@@@@@   @@     @@            @@
       @@@@@@@@@@       @@        @@        @@ @@     @@    @@@@@@@@@@


*==============================================================================*
        OPERATOR ID ==> _____    PASSWORD ==> _____

            NEW PASSWORD ==>        VERIFY ==>
```

NOTE: If you need help at this point with the DSYS or
STARS logon, contact the SCO Computer Service
Center Help Desk:
Phone: (208) 334-4808
Email: scohelpdesk@sco.idaho.gov

---

2. Type your **OPERATOR ID** (usually three characters) that was chosen by you or your security administrator. (If your Operator ID is less than three characters, the cursor does not advance to the password field and you will have to press TAB.)

3. Type your **PASSWORD** (up to three characters) issued to you by the security administrator. Press ENTER. The STARS News Display will appear, as shown in the example below:

Figure 9: STARS News Display

```
VERSION 3.1                    STARS--NEWS DISPLAY                       S002


                        ***** WELCOME TO STARS *****
        IGNORE X BATCHES - THEY WILL BE CLEARED BY SCO PERSONNEL
                 FAS WILL RUN AGAIN ON FRIDAY, AUGUST 20
      AUGUST CLOSES FRIDAY, SEPT 3, WITH REPORTS AVAILABLE MONDAY, SEPT 6


ARE YOU GETTING YOUR AGENCY REPORTS ONLINE?  IF NOT, HAVE YOUR FISCAL OFFICER
    CONTACT THE DSA HELPLINE FOR ADDITIONAL INFORMATION OR TO GET SIGNED UP.


~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
TRAINING: STARS NEW USER II AUGUST 25, 2004 8:00 - NOON
STARS INTERMEDIATE PREP FOR NOMAD SEPTEMBER 8, 2004 10:00 - 3:00
NOMAD ASSISTANT SEPTEMBER 9, 2004 8:00 - NOON
CALL PATTI 332-8799.
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
SCO SYSTEMS MANUALS:  HTTP://WWW.sco.idaho.gov  UNDER ACCOUNTING
ACCOUNTING HELPLINE = CALL 332-8827 OR E-MAIL: DSAHELPLINE@sco.idaho.gov
STATEWIDE ACCTG: 334-3150    STARS SECURITY: STARS_SECURITY@sco.idaho.gov
                      PRESS (ENTER) TO CONTINUE
```

4. After reviewing the News, press the ENTER key to go to the STARS Main Menu.

Figure 10: STARS main menu

```
VERSION 3.1                   STARS--MAIN MENU                        S010


    FUNCTION: F


                    D      DATA ENTRY
                    F      FIXED ASSET ACCOUNTING
                    I      ONLINE FILE INQUIRY
                    R      REPORTING
                    S      SYSTEM MANAGEMENT
                    T      TABLE MAINTENANCE
                    W      WARRANTS
                    Z      SIGN OFF
```

If you accidentally exit STARS by pressing pause or other sign-off keys, clear your screen (press PAUSE) and type **DSYS**, then press ENTER. This will initiate the STARS banner screen and you can continue to sign on.

CAUTION:	**If your log on fails three consecutive times, the system will suspend your operator ID and you will not be able to log on. In order to reactivate an operator ID, your agency security administrator must contact The State Controller's Office at 334-3150.**

SECURITY PASSWORDS - HOW TO CHANGE

If you have forgotten your password, please click here for password reset information.

CHANGING YOUR CICS PASSWORD

Every 90 days CICS will display a warning stating your CICS password will be expiring on a certain date

If the CICS password expires before it is changed, you will no longer be able to access CICS. Your agency security administrator must call the CSC (CICS) Help Line at 334-4808 to remove the suspension status.

Enter a new password or use your existing password and press ENTER to continue. The Billcode screen will then appear. Password restrictions are:

Length = Minimum 7, Maximum 8 alphanumeric characters.
Password cannot be similar to the previous three passwords.
No letters or numbers can be repeated in succession.
Certain words and numbers cannot be used at the beginning or end of a password, such as 1234, CAT, TEST, or the abbreviations of months.

1. Press PAUSE to clear the screen and type **cesn**.

2. Type your **Userid** (do not change this - type in your usual Userid).

3. Type you current password in the **Password** field.

4. Type a new password in **New Password** field and press ENTER.

5. A message will appear that reads, DFHCE3539 Please reenter the new password for verification. Type your new password again in **New Password** field and press ENTER.

Once a new CICS password is accepted, you will receive a message "Password Successfully Updated."

CHANGING YOUR STARS PASSWORD

Every 90 days STARS will display a warning stating your STARS password will be expiring in a certain number of days (see below). Enter a new password or use your existing password and press ENTER to continue.

WARNING:	**If the STARS password expires before it is changed, you will no longer be able to access STARS. Your agency security administrator must contact the STARS Security Department at 334-3150 to remove the suspension status.**

```
* |  |  |   |     STATE OF IDAHO - STATE CONTROLLER WELCOMES YOU    |  |  |  |*
* |  |  |   |STATE ACCOUNTING FINANCIAL REPORTING INFORMATION SYSTEM|  |  |  |*
* |  |  |   |              COPYRIGHT 1987  PMM AND CO.              |  |  |  |*
*=============================================================================*


     @@@@@@@@@     @@@@@@@@@        @@@      @@@@@@@@@    @@@@@@@@@@
     @@              @@          @@  @@     @@      @@    @@
     @@@@@@@@@@       @@          @@   @@    @@@@@@@@@     @@@@@@@@@@@
         @@          @@         @@@@@@@@@    @@   @@                @@
     @@@@@@@@@@      @@        @@       @@   @@      @@   @@@@@@@@@@@


*=============================================================================*
          OPERATOR ID ==>      PASSWORD ==>

          NEW PASSWORD ==>      VERIFY ==>

 YOUR PASSWORD WILL BE EXPIRING IN 13 DAYS.
 YOU MAY ENTER A NEW PASSWORD NOW OR PRESS ENTER TO CONTINUE.
```

1. Enter your **Operator ID** (do not change this - type in your usual Operator ID).

2. Enter your old Password in **Password** field.

3. Enter your New Password in **New Password** field.

4. Enter your New Password in **Verify** field and press ENTER.

Once STARS accepts a new password, you will receive a message, "Password Successfully Updated. Press ENTER to Continue."

NAVIGATING WITHIN THE STARS SCREENS

USING KEYBOARD KEYS

- You may use the TAB, CTRL, or the Arrow keys to move from field to field within the STARS data entry screens.

- Press SHIFT+TAB to move backwards to a field.

- Press HOME and then press SHIFT+TAB or to move down to the Interrupt field at the bottom of the screen.

- To "delete" or clear data from fields, use END, DELETE, or the SPACEBAR. However, you must use the SPACEBAR when clearing the **Mod, RVS, Disb-Meth,** and the **GAAP** fields.

The function of your keyboard keys may depend on the terminal emulation program – Hummingbird, Attachmate, etc. - you use to connect to CICS and STARS. Each program may be setup to use the keys differently. Contact your agency's PC support for assistance.

Keys	Function
HOME	Moves cursor to the first field available on a screen.
TAB	Moves cursor across the page, field to field.
CTRL	Moves cursor down the page, line to line.
END	Removes data within a field.
ARROW KEYS	Moves cursor in direction of the arrow - right, left, up, or down. However, not recommended because the program may stop responding. See ESC below.
SHIFT+TAB	Simultaneously press the SHIFT and TAB to move backwards to a filed, or to advance to the Interrupt field.
DELETE	Removes data within a field one character at a time.
SPACEBAR	Removes data within a field. Required to remove data elements such as **Mod**, **RVS**, **Disb-Meth**, and **GAAP IND**.

Keys	Function
ESC (ESCAPE)	If you type in a protected area, the program may stop responding. Press ESC and then press TAB to get to an unprotected field to continue. You can avoid this problem by using your TAB key rather than your Arrow keys to move from field to field within a screen.
ENTER	When entering a batch, press ENTER to save your detailed transactions and the fields on the data entry screen will clear. When doing several data entry records of a similar type, it is recommended to use F1 (see below) to save the transaction and leave the data fields filled in

Hint: For a quick interrupt function, press HOME first, then press SHIFT+TAB. This will move your cursor to the home position on the screen first, and then to the **INTERRUPT** field.

INTERRUPT (located in the bottom right of the STARS screen): A function that allows you to switch from one screen to another without going through the menu screens. Interrupt to as many screens as desired and return to initial screen with the F4 key.

Interrupt allows you to go directly to specific menus by typing **MT** (Table Maintenance Menu), **MI** (File Inquiry Menu), **MS** (System Management Menu), **MF** (FAS Menu), **MW** (Warrant Menu)**, MR** (Report Menu), or to any specific non-data entry screen such as **63** (cash control file) etc.

USING FUNCTION KEYS

On some screens, the function keys will be described at the bottom of the screen with a very brief definition. The function keys are displayed in STARS a as **PF#**, e.g., **PF9** or **PF12**. See the example below.

```
VERSION 3.1                  STARS--CHANGE BATCH OR VIEW DETAIL TRANSACTIONS   S510

  FUNCT:   (A=ADD TRAN, B=CHG HDR, C=CHG TRAN, D=DEL TRAN, R=RECOMP, V=VIEW TRAN)


       AGENCY:                000
     BATCH DATE:
     BATCH TYPE:
     BATCH NUMBER:
     SEQUENCE NUMBER:              (ENTER IF TRANS: CHANGE, DELETE, OR VIEW)
      BATCH BALANCE
        ENTERED COUNT:     00000 ENTERED AMOUNT:  0000000000.00
      COMPUTED COUNT:      00000 COMPUTED AMOUNT: 0000000000.00



                                            INTERRUPT:

BATCH HEADER NOT ON FILE
 PLEASE ENTER FUNCTION
 PF9=BATCH BALANCING, PF11=VIEW BATCH SUMMARY, PF12=VIEW/SELECT HEADERS
```

PF keys are found on IBM terminal keyboards, not typical Windows PC keyboards. If you are using a PC, the "F" keys (F1, F2,…F12) are essential equal to the PF keys; thus F1 is PF1, and so on.

In other screens, the function keys are used to finalize transactions and to navigate through the various STARS screens.

See the table below for an example of how each key will affect your screen:

Function Keys	Description	Usage
F1	Save transaction and leave the screen as you left it with the data fields still filled in.	By leaving the data on screen (e.g., vendor number, PCAs, etc.), you can enter several similar transactions more efficiently. For example, you would only have to delete or type over one or two fields to complete a transaction, rather than re-type all of the data.
F2	Back up one menu	Use to move back one menu from your current screen.
F4	Return from an Interrupt	After using **Interrupt** to switch to another screen, press F4 to switch back to the screen from where you started. See INTERRUPT.

Function Keys	Description	Usage
F5	Review transaction lookups before updating by extracting table lookup data from STARS, such as vendor name and address, PCA numbers, Grants etc.	If you are entering your batch in mode 1 or 2, you can view your transaction errors at the bottom of your screen. Transactions with fatal errors will not post in edit mode 1 or 2. REMEMBER: F5 only allows you to REVIEW your transaction, NOT SAVE it.
F8	Next sequence number in batch	Frequently used in batch correcting and viewing, F8 advances you to the next sequence number within a batch.
F9	Batch balancing	Use to preview the Batch Balancing screen after you have finished updating your transactions and use to enter your approval. A detailed screen appears with the batch header information, current approval levels, number of items entered and computed, and the batch header totals entered and computed.
F10	Changing a batch or view batch details	Allows you to view, correct or delete detail transactions, or to recall a batch header for correction before its release.
F11	Preview batch transaction	Use to preview your entered batch transaction. Not all of the transaction detail is available from this screen.
F12	View or select a previously entered batch	Use to view or select a batch that has been entered. This is usually the first function used by those reviewing and releasing batches.

MENU D – ENTERING AND REVIEWING TRANSACTIONS

Entering or reviewing transactions is done in the **Data Entry** menu of STARS. The **STARS Financial Transaction Data Entry Menu** presents multiple viewing and transaction data entry options.

To go to this menu, log on to STARS, type **D** in the **FUNCTION** field, and then press ENTER.

```
VERSION 3.1                  STARS--MAIN MENU                         S010

 FUNCTION: D

                 D    DATA ENTRY
                 F    FIXED ASSET ACCOUNTING
                 I    ONLINE FILE INQUIRY
                 R    REPORTING
                 S    SYSTEM MANAGEMENT
                 T    TABLE MAINTENANCE
                 W    WARRANTS
                 Z    SIGN OFF
```

Type the corresponding number of the submenu you wish to work in and press ENTER. For example, to enter a batch you would want to open the **Enter Accounting Transaction Batch** menu. To do so, type **50** in the FUNCTION field and press ENTER.

```
VERSION 3.1          STARS--FINANCIAL TRANSACTION DATA ENTRY MENU         S013

 FUNCTION:

                      50   ENTER ACCOUNTING TRANSACTION BATCH
                      51   CHANGE BATCH OR VIEW DETAIL TRANS
                      52   VIEW BATCH SUMMARY
                      53   VIEW OR SELECT BATCH HEADERS
                      54   ENTER ERROR CORRECTIONS
                      55   RECURRING TRANSACTIONS
                      99   SIGN OFF
```

- For data entry personnel, the **Enter Accounting Transaction Batch** screen is the first step into STARS. Here you will create a detailed batch header followed by an accounting transaction batch. (See the *FUNCTION 50* section later in this chapter for directions.)

- Once you create a batch, use Function **53**, **View or Select Batch Headers**, to view it or make necessary changes. For review and release personnel, Function **53** is the first step in STARS where you can view the entered batches.

- We do not recommend using Function **51** or **52** at this point.

- Use Function **54**, **Enter Error Corrections**, to generate mass changes or batch header changes within error status batches.

FUNCTION 50 - ENTERING DATA USING THE BATCH HEADER FORM AND THE BATCH HEADER ENTRY SCREEN

Enter the batch data on the **Batch Header Entry** screen and on subsequent **transaction entry** screens that are determined by the batch type specified on the **Batch Header Entry** screen.

Enter data into the **Batch Header Entry** screen from a batch header form. Click here to download a batch header form.

FORM: HEADER   STATE OF IDAHO - STARS   REV. 8/9/99

BATCH HEADER INPUT

		Required for J & I Batches	
AGENCY NAME	**CORRECTIONS**	Checks	
AGENCY CODE	**230**	Currency...........	
BATCH DATE:	**08171999**	Coin.................	
BATCH TYPE	**5**	Warrants...........	
BATCH NUMBER:	**505**	TOTAL.............	
BATCH COUNT:	**4**		
BATCH AMOUNT:	**809.00**		
EFFECTIVE DATE:	**081799**		
BFY:	**00**		
APPROVAL LEVEL:			

AGENCY BATCH TYPES

1 = Budgetary
2 = Revenue, Receivable
3 = Expenditure, Disbursement, Encum, Pre-Enc
4 = Expenditure, Disbursement, Encum, Pre-Enc
5 = General Purpose
I = Insufficient Check Return
J = Cash Receipts
K = Purchase of Investment
Any other Alpha or Numeric batch types will bring up the #5 general-purpose screen.

*The SCO Special Purpose Batch Types are listed for your information only. Please do not use these batch types.

DOCUMENT NUMBER:
FROM: **EXP00001** TO: **EXP00004**

*SCO SPECIAL PURPOSE BATCH TYPES

6 = Prior Year Adjustment   R = Rotary Redemption
A = Adjustments   T = Statutory Transfers
B = Proration Receipts   V = EIS Vendor Payments
F = Fixed Assets   X = CAFR Related
G = Payroll   Y = Fiscal Year End
N = State Employee Net Pay   Z = Generated Batches
Q = Warrant Cancellation or
     Redemption

PREPARED BY: _____ DATE: _____ PHONE: _____

ENTERED BY: _____ DATE: _____

REVIEWED BY: _____ DATE: _____

RELEASED BY: _____ DATE: _____

1. Open the **STARS Financial Transaction Data Entry Menu** as described above.

2. Type **50** in the **FUNCTION** field on the, and press ENTER to display the **Batch Header Entry** screen.

> **NOTE:** In the example below, the data filed "batch type" is linked to the section of this document that explains the various batch types. You would not actually see this displayed on screen as such.

```
VERSION 3.1            STARS--BATCH HEADER ENTRY                        S500


             AGENCY: 230
         BATCH DATE: 08171999
         BATCH TYPE: 5
       BATCH NUMBER: 505

        BATCH COUNT: 4
       BATCH AMOUNT: 809.00

    BATCH EDIT MODE: 1                              (0=NO EDIT/POST, 1=EDIT,
                                                      2=EDIT/POST)
     EFFECTIVE DATE: 081799                         (MMDDYY, DEFAULTS TO
                                                      TODAYS DATE)
                BFY: 00                             (BUDGET FY DEFAULTS
                                                      TO CURRENT FY)

     APPROVAL LEVEL: 0                              (0-9, DEFAULT TO 0)

  ENTER REQUIRED FIELDS AND PRESS ENTER TO PROCEED TO DATA ENTRY
                                                   INTERRUPT:
```

STARS automatically populates specific fields on the batch header, while you must enter other fields manually.

The following table explains each batch header field:

DATA ELEMENT	INSTRUCTIONS
AGENCY NAME	Do not enter the AGENCY NAME into the STARS data entry screen.
TRANSACTION ID	This combination of four fields is unique for each batch – Agency, Batch Date, Batch Type, and Batch Number. Once it is entered, even if you later delete the batch, you cannot use this combination again, including interfaced batches. STARS uses this transaction ID on reports.

DATA ELEMENT	INSTRUCTIONS
AGENCY	STARS automatically fills in the AGENCY field with your agency three-digit code. However, if a control agency enters a batch, an agency code must be data entered.
BATCH DATE	STARS requires you to enter an eight-digit BATCH DATE, which includes a four-digit year, into the batch date field (EXAMPLE: 08171999). STARS automatically displays the current date, but you can override it if coded differently on the HEADER form. STARS transaction registers usually show this batch date.
BATCH TYPE	Enter a one-character BATCH TYPE (EXAMPLE: 5 = General Purpose or J = Cash Receipts, etc.). These different Batch Types appear on the Batch Header Input Form (HEADER). STARS will automatically advance your cursor to the next field once you enter a batch type. Note: STARS has different transaction entry screens for different batch types. See the BATCH TYPES section for more information.
BATCH NUMBER	Enter up to a three-digit BATCH NUMBER (EXAMPLE: 505). Your cursor will automatically advance to the next field if you enter a three-digit numeric batch number. If you only enter a one-digit or a two-digit number into the batch number field, STARS will right justify and zero fill.
BATCH COUNT	Enter up to a five-digit batch count omitting any commas (EXAMPLE: 4). This should be the number of transactions you are planning to enter into the batch. STARS automatically computes the number of transactions you have entered during data entry and compares them to this entered count. Note: For ease of reviewing, we recommend your batch counts stay under 50 transactions.
BATCH AMOUNT	Enter up to an eighteen-digit batch amount using only a decimal point (EX: 1809.00). Do not use commas, dollar signs and negatives from your entries. This amount is an absolute value and should be the total dollar amount of the transactions you are planning to enter into the batch. Add all transaction amounts even if they are reversals to get this total. STARS automatically computes your individual transaction amounts during data entry and compares them to this entered amount.

DATA ELEMENT	INSTRUCTIONS
BATCH EDIT MODE	Enter a one-digit BATCH edit mode. Use edit mode 0 to enter data without edits to the tables during data entry. Use edit mode 1 for normal batch entries. Use edit mode 2 for on-line real-time. Edit mode 3 is a batch that is in error. STARS automatically displays edit mode 1 in the Batch Header Entry Screen. The State Controller's Office is the only authorized user to enter batches in edit mode 2. Enter a different mode only if it is different on the HEADER form.
EFFECTIVE DATE	Enter a six-digit EFFECTIVE DATE (EXAMPLE: 081799) in the effective date field using a two-digit year. STARS automatically displays the current date. You can override this date if coded differently on the HEADER form.
BFY	STARS automatically displays the current two-digit budget fiscal year (EXAMPLE: 00). You can override this BFY if coded differently on the HEADER form.
APPROVAL LEVEL	STARS will update this approval level depending on the transactions entered in the batch. You would not normally need to enter information into this area unless it is on the HEADER.
DOCUMENT NUMBER FROM: TO:	Do not enter this field into the STARS data entry screen.

After entering the batch header, press ENTER. If fields are missing or incorrect you will see error messages on the bottom of your screen. Once cleared, STARS saves your batch header and displays a transaction data entry screen

If you enter a **J** or an **I** batch type, you will have one more step to your process. When you press ENTER, a list will appear to the right of your screen. Also, a message "Please Enter Treasurers Information," is displayed at the bottom of your screen.

```
VERSION 3.1              STARS--BATCH HEADER ENTRY                      S500


              AGENCY: 230                          CHECKS        2000.00
          BATCH DATE: 07181999                     CURRENCY       300.00
          BATCH TYPE: J                            COIN             0.00
        BATCH NUMBER: 126                          WARRANTS             0.00
                                                   TOTAL          2300.00
         BATCH COUNT: 4
        BATCH AMOUNT: 2300.00        Treasurer's
                                     Information
     BATCH EDIT MODE: 1                            (0=NO EDIT/POST, 1=EDIT,
                                                    2=EDIT/POST)
      EFFECTIVE DATE: 08171999                       (MMDDYY, DEFAULTS TO
                                                    TODAYS DATE)
                 BFY: 00                           (BUDGET FY DEFAULTS
                                                    TO CURRENT FY)


      APPROVAL LEVEL: 0                            (0-9, DEFAULT TO 0)

  ENTER REQUIRED FIELDS AND PRESS ENTER TO PROCEED TO DATA ENTRY
  PLEASE ENTER TREASURERS INFORMATION                 INTERRUPT:
```

You must enter a numeric amount in every field, with the exception of the **TOTAL** field. Enter the amounts from your HEADER form. Type a zero (0) in the fields with blank amounts and press ENTER. The total field will be calculated automatically.

DATA ELEMENT	INSTRUCTIONS
CHECKS	Enter the total amount of CHECKS from the HEADER form. If there is no Checks amount, type a zero (0) in the field.
CURRENCY	Enter the total amount of CURRENCY from the HEADER form. If there is no Currency amount, type a zero (0) in the field.
COIN	Enter the total amount of COIN from the HEADER form. If there is no Coin amount, type a zero (0) in the field.
WARRANTS	Enter the total amount of WARRANTS from the HEADER form. If there is no Warrants amount, type a zero (0) in the field.
TOTAL	Do not enter an amount in this field. The total field will automatically calculate and fill when you press ENTER.

BATCH TYPES

You will specify the batch type in the **Batch Header Entry** screen. This will determine the type of transaction screen that follows after the **Batch Header Entry** screen.
The following lists the batch types used by most agencies.

1 = Budgetary
2 = Revenue, Receivable
3 = Expenditure, Disbursement, Encumbrance, Pre-Encumbrance
4 = Expenditure, Disbursement, Encumbrance, Pre-Encumbrance
5 = General Purpose
I = Insufficient Check Return
J = Cash Receipts
K = Purchase of Investment

If you use any other alpha or numeric batch type, it will default to the general purpose screen, which is batch type 5. You could use a batch type 5 for any of the above except the **I**, **J**, or **K** batch types.
Some agencies use the batch type 5 for all transactions (except **I**, **J**, or **K** batches, etc.) so that data entry people do not have to get used to different screens. However, there are more data fields to tab through which may be cumbersome for some agencies.

Be sure the batch type you use has all of the data elements needed for the transaction. For example, batch type 1 and 2 do not have a DISB-METH, so you could not request a warrant be returned to your office. If you are in doubt, use a batch type 5 (unless you are taking information to the State Treasurer's Office).

In addition, the State Controller's Office has special purpose batch types they use to create control reports for balancing purposes. However, agencies do not use these SCO Special Purpose Batch Types.

SCO SPECIAL PURPOSE BATCH TYPES	
6 = Prior Year Adjustment	R = Rotary Redemption
A = Adjustments	T = Statutory Transfers
B = Proration Receipts	V = EIS Vendor Payments
F = Fixed Assets	**X = CAFR Related**
G = Payroll	Y = Fiscal Year End
N = State Employee Net Pay	Z = Generated Batches
Q = Warrant Cancellation or Redemption	

All of the batch types are on the HEADER form for your reference.

Below are descriptions of the various batch screens in STARS. Included in the descriptions are those data fields that are on the generic general purpose screen (batch type 5) that do not show on the other batch type screens.

BATCH TYPE 1- BUDGETARY TRANSACTION ENTRY VS BATCH TYPE 5

A batch type 1 screen is used for most budgetary transaction codes, since they do not require much data. The following shows the difference between a batch type 1 (budgetary) and a batch type 5 (general purpose). Notice that the batch type 5 screen has more data fields.

Batch Type 1 - Budgetary Transaction Entry

```
VERSION 3.1               STARS--BUDGETARY TRANSACTION ENTRY          S503
BATCH: AGY  230 DATE 11101999 TYPE 1 NO 040 MODE MASTER EDIT ON SEQ-NO 00001


CUR-DOC/SFX:                  TRANS-CODE:        RVS:       BFY: 00


INDEX    :
PCA      :
EXP-SUB-OBJ/DET:
REV-SUB-OBJ/DET:


AMOUNT   : 0000000000.00                    BUDGET UNIT:
DOC TOTAL: 0000000000.00


DESCRIPTION:


GRANT/PH:              PROJ/PH:           FUND/DET:          F/O:


DOC-DATE:             EFF-DATE: 111099

                                              INTERRUPT:
```

The data fields shown in **bold** below are <u>not</u> on the batch type 1 screen:

Batch Type 5 - General Purpose Transaction Entry

```
VERSION 3.1          STARS--GENERAL PURPOSE TRANSACTION ENTRY          S501
BATCH: AGY 230 DATE 11101999 TYPE 5 NO 040 MODE MASTER EDIT ONLY SEQ-NO 00001


CUR-DOC/SFX:              TRANS-CODE:          RVS:      DISB-METH:
REF-DOC/SFX:              MOD:                 BFY: 00   GAAP IND:
INDEX    :                             SEC AGENCY:
PCA      :                             SUBSID:           PCN:
EXP-SUB-OBJ/DET:
REV-SUBOBJ/DET:
AMOUNT   : 0000000000.00     WARR-NO:             BU:       GLA:
DOC TOTAL: 0000000000.00        PROP#:         CMP#:        CI:
INV-NO :              INV-DESC :
VEND-NO:                 NAME :
                        NAME 2:
                        ADDR :
                        CITY :        STATE:       ZIP:
GRANT/PH:              PROJ/PH:          FUND/DET:          F/O:
   MPC:                LOC:              FAC:            TSK:
DOC-DATE:         EFF-DATE: 111099 DUE-DATE:       INTERRUPT:
```

BATCH TYPE 2 - REVENUE/RECEIPTS TRANSACTION ENTRY VS BATCH TYPE 5

A batch type 2 screen is for use with most revenue and receipt transactions. This screen moves the revenue subobject field before the expenditure subobject field. In the examples below, notice that the batch type 5 screen has more data fields than batch type 2.

Batch Type 2 - Revenue/Receipts Transaction Entry

```
VERSION 3.1          STARS--REVENUE/RECEIPTS TRANSACTION ENTRY          S504
BATCH: AGY  230 DATE 11101999 TYPE 2 NO 040 MODE MASTER EDIT ON SEQ-NO 00001


CUR-DOC/SFX:              TRANS-CODE:              RVS:
REF-DOC/SFX:                  MOD:              BFY: 00   GAAP IND:


INDEX    :                              SEC AGENCY:
PCA      :                              SUBSID:          PCN:
REV-SUB-OBJ/DET:
EXP-SUB-OBJ/DET:


AMOUNT   : 0000000000.00              BUDGET UNIT:
DOC TOTAL: 0000000000.00                  PROP#:              CMP#:
INV-NO   :              INV-DESC:
VENDOR-NO:              NAME:
GRANT/PH:          PROJ/PH:          FUND/DET:          F/O:
                   LOC:              FAC:              TASK:
                 DOC-DATE:          EFF-DATE: 111099 DUE-DATE:
                                                  INTERRUPT:
```

The data fields shown in **bold** below are not on the batch type 2 screen:

Batch Type 5 - General Purpose Transaction Entry

```
VERSION 3.1          STARS--GENERAL PURPOSE TRANSACTION ENTRY          S501
BATCH: AGY 230 DATE 11101999 TYPE 5 NO 040 MODE MASTER EDIT ONLY SEQ-NO 00001

CUR-DOC/SFX:              TRANS-CODE:              RVS:    DISB-METH:
REF-DOC/SFX:                  MOD:              BFY: 00   GAAP IND:
INDEX    :                              SEC AGENCY:
PCA      :                              SUBSID:          PCN:
EXP-SUB-OBJ/DET:
REV-SUBOBJ/DET:
AMOUNT   :                WARR-NO:                  BU:        GLA:
DOC TOTAL: 0000000000.00          PROP#:          CMP#:        CI:
INV-NO :              INV-DESC :
VEND-NO:              NAME  :
                      NAME 2:
                      ADDR :
                      CITY :            STATE:      ZIP:
GRANT/PH:          PROJ/PH:          FUND/DET:          F/O:
   MPC:                LOC:              FAC:              TSK:
DOC-DATE:          EFF-DATE: 111099 DUE-DATE:          INTERRUPT:
```

BATCH TYPE 3 AND 4 - PRE-ENC/ENC/EXPEND TRANSACTION ENTRY VS BATCH TYPE 5

Batch types 3 and 4 recall the same screen and are for use with most expenditure, encumbrance, and pre-encumbrance transactions. This screen moves the expenditure subobject field before the revenue subobject field. In the examples below, notice that the batch type 5 has more data fields than batch type 3 or 4.

Batch Type 3 and 4 -Pre-Enc/Enc/Expend Transaction Entry

```
VERSION 3.1         STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY        S505
BATCH: AGY 280 DATE 11101999 TYPE 4 NO 040 MODE MASTER EDIT ON   SEQ-NO 00001

CUR-DOC/SFX:             TRANS-CODE:             RVS:      DISB-METH:
REF-DOC/SFX:                   MOD:              BFY: 00    GAAP IND:
INDEX   :                            SEC AGENCY:
PCA     :                            SUBSID:         PCN:
EXP-SUB-OBJ/DET:
REV-SUB-OBJ/DET:
AMOUNT  : 0000000000.00        WARR-NO:              BU:
DOC TOTAL: 0000000000.00       PROP#:            CMP#:          CI:
INV-NO :             INV-DESC :
VEND-NO:             NAME  :
                     NAME 2:
                     ADDR  :
                     CITY  :                STATE:    ZIP:
GRANT/PH:          PROJ/PH:            FUND/DET:        F/O:
    MPC:
DOC-DATE:       EFF-DATE: 111099 DUE-DATE:         INTERRUPT:
```

The data fields shown in **bold** below are not on the batch type 3 or 4 screen:

Batch Type 5 - General Purpose Transaction Entry

```
VERSION 3.1          STARS--GENERAL PURPOSE TRANSACTION ENTRY          S501
BATCH: AGY 230 DATE 11101999 TYPE 5 NO 040 MODE MASTER EDIT ONLY SEQ-NO 00001

CUR-DOC/SFX:             TRANS-CODE:             RVS:      DISB-METH:
REF-DOC/SFX:                   MOD:              BFY: 00    GAAP IND:
INDEX    :                           SEC AGENCY:
PCA      :                           SUBSID:         PCN:
EXP-SUB-OBJ/DET:
REV-SUBOBJ/DET:
AMOUNT  : 0000000000.00        WARR-NO:              BU:      GLA:
DOC TOTAL: 0000000000.00       PROP#:            CMP#:          CI:
INV-NO :             INV-DESC :
VEND-NO:             NAME  :
                     NAME 2:
                     ADDR  :
                     CITY  :                STATE:    ZIP:
GRANT/PH:          PROJ/PH:            FUND/DET:        F/O:
    MPC:           LOC:             FAC:          TSK:
DOC-DATE:       EFF-DATE: 111099 DUE-DATE:         INTERRUPT:
```

ENTERING ACCOUNTING TRANSACTIONS INTO A BATCH

Once you create a batch header, STARS displays a transaction data entry screen as shown in the example below. See the *BATCH TYPES* section earlier in this chapter for a comparison of the screens. Most entries for budget, receipts, expenditures, disbursements, and general-purpose transactions are done in these screens.

Notice how STARS puts the detailed batch header information into the second line of the data entry screen as shown in **bold** below. This heading allows you to view the entered **agency code**, the **batch date**, the **batch type**, and **batch mode.** These cannot be changed.

STARS also extracts the **BFY** from the batch header and the **transaction effective date**, which you can change in your data entry screen. Additionally, a **sequence number** (SEQ-NO) is assigned for each transaction.

```
VERSION 3.1         STARS--GENERAL PURPOSE TRANSACTION ENTRY            S501
BATCH: AGY 230 DATE 08171999 TYPE 5 NO 505 MODE MASTER EDIT ONLY   SEQ-NO 00001

CUR-DOC/SFX:                TRANS-CODE:           RVS:        DISB-METH:
REF-DOC/SFX:                      D:              BFY: 00     GAAP IND:
INDEX      :            Represents            SEC AGENCY:
PCA        :            Edit Mode               SUBSID:          PCN:
EXP-SUB-OBJ/DET:
REV-SUBOBJ/DET:
AMOUNT    :                    WARR-NO:                                   GLA:
DOC TOTAL:                      PROP#:      System Generated              CI:
INV-NO :            INV-DESC :             Sequence Number
VEND-NO:                NAME  :
                       NAME 2:
                       ADDR  :
                       CITY  :              STATE:    ZIP:
GRANT/PH:           PROJ/PH:           FUND/DET:         F/O:
   MPC:             LOC:               FAC:              TSK:
DOC-DATE:       EFF-DATE: 081799 DUE-DATE:       INTERRUPT:



ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
 PF9=BATCH BALANCING
```

BATCH DATA ENTRY INPUT FORMS

Batch data entry transactions will originate from the batch detail forms used by your agency, whether they are standard STARS forms, agency designed stamps, or computer generated forms.

Below is an example of a standard STARS Expenditure Disbursement Input form (click here to download the PDF form) and the actual data you will enter into the transaction entry screen to create a batch.

Below is an example of how the **General Purpose Transaction Entry** screen will look after entering the first transaction from the expenditure disbursement form.

```
VERSION 3.1         STARS--GENERAL PURPOSE TRANSACTION ENTRY         S501
BATCH: AGY 230 DATE 08171999 TYPE 5 NO 505 MODE MASTER EDIT ONLY  SEQ-NO 00001
CUR-DOC/SFX: EXP00001 01 TRANS-CODE: 230         RVS:      DISB-METH:
REF-DOC/SFX:                MOD:           BFY: 00   GAAP IND:
INDEX    :                        SEC AGENCY:
PCA        : 01331                    SUBSID:        PCN:
EXP-SUB-OBJ/DET: 5410
REV-SUBOBJ/DET:
AMOUNT    : 300.00          WARR-NO:            BU:        GLA:
DOC TOTAL:                PROP#:          CMP#:        CI:
INV-NO : 23456            INV-DESC : OFFICE SUPPLIES
VEND-NO: 820183581 00        NAME :
                        NAME 2:
                        ADDR  :
                        CITY  :           STATE:    ZIP:
GRANT/PH:           PROJ/PH:        FUND/DET:        F/O:
   MPC:          LOC:          FAC:          TSK:
DOC-DATE:       EFF-DATE: 081799 DUE-DATE:        INTERRUPT:



ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
 PF9=BATCH BALANCING
```

Note the FUNCTION key legend at the bottom of the screen used to navigate the screens.

F5 - REVIEWING TRANSACTION LOOKUPS BEFORE UPDATING

The F5 function key does not save the transaction. It is only to review the data before updating. See the Save Transaction and return Fresh Screen section or the Save Transaction and Returned Filled Screen section for more information.

Below is an example of an expenditure transaction screen, using the function key F5 to review the lookups on your transaction. This would be done after you enter the data elements, but have not saved them.

Notice how STARS automatically completes specific title fields (shown in bold in the example), such as the Index and title, PCA title and Expenditure Subobject title. STARS also looks up the name and address of the vendor based on the vendor number entered. (See 'Table Lookups' below for more lookup information.)

Again, note the FUNCTION key legend at the bottom of the screen.

```
VERSION 3.1        STARS--GENERAL PURPOSE TRANSACTION ENTRY          S501
BATCH: AGY 230 DATE 08171999 TYPE 5 NO 505 MODE MASTER EDIT ONLY SEQ-NO 00001

CUR-DOC/SFX: EXP00001 01 TRANS-CODE: 230          RVS:     DISB-METH:
REF-DOC/SFX:                  MOD:               BFY: 00   GAAP IND:
INDEX     : 1000 HEADQUARTERS              SEC AGENCY:
PCA       : 01331 ACCOUNTING              SUBSID:        PCN:
EXP-SUB-OBJ/DET: 5410    OFFICE SUPPLIES
REV-SUBOBJ/DET:
AMOUNT   : 0000000300.00     WARR-NO:            BU: CCAA     GLA:
DOC TOTAL: 0000000000.00     PROP#:              CMP#:        CI:
INV-NO : 23456        INV-DESC :
VEND-NO: 820183581 00      NAME  : BANGS OFFICE PRODUCTS INC
                          NAME 2:
                          ADDR  : PO BOX 1447
                          CITY  : POCATELLO      STATE: ID ZIP: 83204
GRANT/PH:            PROJ/PH:          FUND/DET: 0001      F/O:
   MPC:             LOC:              FAC:             TSK:
DOC-DATE:       EFF-DATE: 081799 DUE-DATE:        INTERRUPT:


ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
PF8=NEXT RECORD, PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS
```

TABLE LOOKUPS

Important codes such as budget unit, fund, grant, project, etc. display based on the lookups from the PCA or Index codes entered. Whatever is setup on the PCA or Index table will automatically update to the transaction without having to enter data. It also updates behind the scenes to structure levels such as Function, Activity, Program, Element, etc. that is used in ordering reports at different levels.

The following is an example of a PCA setup with lookups:

```
VERSION 3.1     STARS--PROGRAM COST ACCOUNT TABLE MAINTENANCE/INQUIRY    S026

 ENTER FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

    AGENCY: 230 PCA: 01331       BFY: 00

   PCA TYPE: 1 TITLE: ACCOUNTING

      FUNCTION: 01      ACTIVITY: 30     PROGRAM: 330        ELEMENT: 331

    PCA-LEVEL-1:          ALLOC-PRG-LEVEL: F         BUDGET UNIT: CCAA

    PROJECT-NO:          PROJECT-PHASE:            FUND/DET:   0001

    GRANT-NO:            GRANT-PHASE:              INDEX:      1000

    FACILITY:           TASK:                     LOCATION:

 SERVICE UNIT   STANDARD:       TYPE:    TITLE:

  EFF-START-DATE:       EFF-END-DATE:            LAST-PROC-DATE: 050799
                                                INTERRUPT:
```

In the next example, the PCA has not been entered to demonstrate what happens when you press F5 and a critical data element is missing. Although the PCA is the only item not entered, error messages occur for the lookup items that would have been brought in from the PCA setup.

Those errors will show on the bottom of the screen. Error messages mean you need further information or corrections, as shown below (**E64 PCA REQUIRED**).

NOTE:	Only six online error messages can be displayed at one time. Correct the errors before other error messages can be displayed. Error messages display in random order and will not correspond to any order of data elements on the data entry screen.

Press F5 to perform another lookup. If one of the error messages indicates that a PCA or Index is required, enter it first.

In this example, enter a PCA, since this agency is PCA-driven. Press F5 again. With the PCA entered, the lookup should fill in the fund, budget unit and index and clear the related error messages.

```
VERSION 3.1         STARS--GENERAL PURPOSE TRANSACTION ENTRY           S501
BATCH: AGY 230 DATE 08171999 TYPE 5 NO 505 MODE MASTER EDIT ONLY SEQ-NO 00001

CUR-DOC/SFX: EXP00001 01 TRANS-CODE: 230          RVS:      DISB-METH:
REF-DOC/SFX:                    MOD:              BFY: 00    GAAP IND:
INDEX      :                            SEC AGENCY:
PCA        :                            SUBSID:         PCN:
EXP-SUB-OBJ/DET: 5410     OFFICE SUPPLIES
REV-SUBOBJ/DET:
AMOUNT   : 0000000300.00      WARR-NO:              BU:   Error
DOC TOTAL: 0000000000.00       PROP#:             CMP#:   Messages
INV-NO : 23456          INV-DESC :
VEND-NO: 820183581 00      NAME   : BANGS OFFICE PRODUCTS INC
                          NAME 2:
                          ADDR   : PO BOX 1447
                          CITY   : POCATELLO      STATE: ID ZIP: 83204
GRANT/PH:            PROJ/PH:            FUND/DET:         F/O:
    MPC:             LOC:                FAC:              TSK:
DOC-DATE:      EFF-DATE: 081799 DUE-DATE:           INTERRUPT:
E47  INDEX BLANK        E51  BUDGET UNIT BLANK    E57  FUND BLANK
E64  PCA REQUIRED
ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
PF8=NEXT RECORD, PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS
```

ONLINE ERROR MESSAGES

Use the STARS online HELP function to provide an explanation of the error message code showing on your screen. To retrieve the explanation, interrupt to screen **90**, type **R** for recall, then enter the error code (e.g., **E64**) in the **KEYWORD** field, and press ENTER. Read the informational STARS News/Help Table and then return from the interrupt by pressing F4.

```
VERSION 3.1              STARS--NEWS/HELP TABLE                    S090

 FUNCTION: R   (A=ADD, C=CHANGE, D=DELETE, N=NEXT, P=PRIOR, R=RECALL)
 KEYWORD: E64            PAGE: 001


CODE: E64      PCA REQUIRED

DATA ELEMENT:  PCA-NO

EXPLANATION:   THE TRANSACTION CODE INDICATES THE PCA NUMBER MUST BE
               ENTERED OR BE CAPABLE OF BEING LOOKED UP IN THE INDEX
               CODE (IC) OR ORGANIZATION CONTROL (OC) TABLES.




                                             INTERRUPT:    ACTIVE
 Z06 RECORD SUCCESSFULLY RECALLED
 PLEASE ENTER FUNCTION
```

During the review of a transaction, another important warning message may appear at the bottom of your screen - **WX7 POSSIBLE DUP PAYMENT**. This message tells you that the vendor number and the invoice number already exist in the vendor payment file because of a prior payment entry.

You can still save your transaction; however, if you are paying an invoice for the first time, verify the payment has not already been made. This is not a fatal error (i.e., the transaction will still post), but rather a warning message.

NOTE:	It is common to receive this error message. At times, you may pay one invoice with more than one PCA or Index. In this case, the vendor number and invoice number is the same for more than one transaction, therefore prompting the WX7 warning message on your second, etc. entries.

```
VERSION 3.1          STARS--GENERAL PURPOSE TRANSACTION ENTRY          S501
BATCH: AGY 230 DATE 08251999 TYPE 5 NO 101 MODE MASTER EDIT ONLY SEQ-NO 00001

CUR-DOC/SFX: EXP00001 01 TRANS-CODE: 230        RVS:      DISB-METH:
REF-DOC/SFX:                     MOD:           BFY: 00   GAAP IND:
INDEX    :                            SEC AGENCY:
PCA      : 01331                      SUBSID:        PCN:
EXP-SUB-OBJ/DET: 5410    OFFICE SUPPLIES
REV-SUBOBJ/DET:
AMOUNT   :                    WARR-NO:              BU:        GLA:
DOC TOTAL: 0000000000.00        PROP#:          CMP#:         CI:
INV-NO : FCS 7 11-03-98 INV-DESC :
VEND-NO: 006481884 00      NAME  :
                           NAME 2:
                           ADDR  :
                           CITY  :              STATE:    ZIP:
GRANT/PH:              PROJ/PH:            FUND/DET:        F/O:
    MPC:              LOC:               FAC:           TSK:
DOC-DATE:       EFF-DATE: 082599 DUE-DATE:        INTERRUPT:
WX7  POSSIBLE DUP PAYMENT


TRANSACTION SUCCESSFULLY WRITTEN....WITH WARNING MESSAGES
ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
PF8=NEXT RECORD, PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS
```

F1 - SAVE TRANSACTION AND RETURN THE SAME SCREEN

Once all online error messages have cleared and you have reviewed the transaction thoroughly, press F1 to save. Use the F1 key to keep selected data elements on screen, such as the current document number and suffix, transaction code, BFY, PCA, expenditure subobjects, invoice number, vendor number, and effective date. This is beneficial if you have similar transactions to enter. Note the important message "Transaction Successfully Written" at the bottom left corner of the screen as shown in the example below.

```
VERSION 3.1          STARS--GENERAL PURPOSE TRANSACTION ENTRY          S501
BATCH: AGY 230 DATE 08171999 TYPE 5 NO 505 MODE MASTER EDIT ONLY  SEQ-NO 00002

CUR-DOC/SFX: EXP00001 01 TRANS-CODE: 230        RVS:      DISB-METH:
REF-DOC/SFX:                     MOD:           BFY: 00   GAAP IND:
INDEX    :                            SEC AGENCY:
PCA      : 01331                      SUBSID:        PCN:
EXP-SUB-OBJ/DET: 5410    OFFICE SUPPLIES
REV-SUBOBJ/DET:
AMOUNT   :                    WARR-NO:              BU:        GLA:
DOC TOTAL: 0000000300.00        PROP#:          CMP#:         CI:
INV-NO : 12345600000000   INV-DESC : OFFICE SUPPLIES
VEND-NO: 820183581 00      NAME  :
                           NAME 2:
                           ADDR  :
                           CITY  :              STATE:    ZIP:
GRANT/PH:              PROJ/PH:            FUND/DET:        F/O:
    MPC:              LOC:               FAC:           TSK:
DOC-DATE:       EFF-DATE: 081799 DUE-DATE:        INTERRUPT:


TRANSACTION SUCCESSFULLY WRITTEN
```

ENTER - SAVE TRANSACTION AND RETURN A NEW SCREEN

Using the ENTER key to save a transaction provides the same messages at the bottom left-hand corner of the screen. Unlike F1, the ENTER key *clears* the data fields, giving you a new screen to enter the next transaction, though the BFY and transaction effective date will remain. This helps if you have other transactions to enter that have different data, because it saves from having to delete previously entered data and it prevents accidentally leaving incorrect data entered.

```
VERSION 3.1          STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY        S505
BATCH: AGY 230 DATE 08171999 TYPE 5 NO 505 MODE MASTER EDIT ONLY   SEQ-NO00002

CUR-DOC/SFX:                    TRANS-CODE:        RVS:      DISB-METH:
REF-DOC/SFX:                    MOD:               BFY: 00   GAAP IND:
INDEX     :                            SEC AGENCY:
PCA       :                                  SUBSID:          PCN:
EXP-SUB-OBJ/DET:
REV-SUB-OBJ/DET:
AMOUNT    :                     WARR-NO:           BU:
DOC TOTAL:                      PROP#:             CMP#:          CI:
INV-NO :              INV-DESC :
VEND-NO:             NAME  :
                     NAME 2:     This message assures you have saved
                     ADDR  :                the transaction.
                     CITY  :             STATE:     ZIP:
GRANT/PH:            PROJ/PH:          FUND/DET:        F/O:
    MPC:
DOC-DATE:        EFF-DATE: 081799 DUE-DATE:        INTERRUPT:

TRANSACTION SUCCESSFULLY WRITTEN
```

FUNCTION 53 - HOW TO REVIEW, CHANGE, AND RELEASE AN ENTERED BATCH

Type **53** in the **FUNCTION** field on the **View or Select Batch Headers Menu**, and press ENTER to display the F12 **View or Select Batch Header** screen. This screen is used to locate previously entered batches or error batches.

F12 - VIEW OR SELECT BATCH HEADER

To view or select a batch previously entered, press **F12** for the View or Select Batch Header screen shown below. This is usually the first function used by those reviewing and releasing batches. The system will automatically bring up the first page of batches for your agency. (For a multiple agency operator, type **F** in the **FUNCTION** field, and your agency number in the **Agency** field, and then press ENTER.)

Type **N** in the **FUCNTION** field and press ENTER for the next page (if your agency has more than 13 batches).

If you bypassed the batch you want, you can keep pressing ENTER (with **N** in the **FUNCTION** field) or type **F** in the **FUNCTION** field and press ENTER to start over.

```
VERSION 3.1          STARS--VIEW OR SELECT BATCH HEADERS              S530

 FUNCTION: s (F=FIRST PAGE, N=NEXT PAGE, S=SELECT BATCH)

          AGENCY:  230
S ----BATCH ID----     BATCH EFFECT   ENTERED      ENTERED       COMPUTED
   DATE    TYP NO MODE STA BAL DATE AL COUNT      AMOUNT         AMOUNT
  07271999 5 401   3    H   Y 072799 0 00001 0000015000.00  0000015000.00
  07291999 4 403   3    H   Y 072999 0 00001 0000006981.00  0000006981.00
  08011999 2 101   2    H   N 080199 3 00001 0000000555.35  0000001444.23
  08031999 5 405   3    H   Y 080399 3 00004 0000130050.00  0000130050.00
  08041999 4 406   3    H   Y 080399 3 00002 0000008950.00  0000008950.00
  08171999 5 505   1    H   Y 081799 3 00004 0000000809.00  0000000809.00


                                                   INTERRUPT:
NO MORE BATCHES FOR THIS AGENCY
PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS, PF11=VIEW BATCH SUMMARY
```

The example below identifies the data elements on the **View or Select Batch Header** screen.
Illustration of data elements on F12 screen

```
VERSION 3.1          STARS--VIEW OR SELECT BATCH HEADERS
S530
 FUNCTION: S (F=FIRST PAGE, N=NEXT PAGE, S=SELECT BATCH)
          AGENCY:  230
S ----BATCH ID----     BATCH EFFECT ENTERED     ENTERED       COMPUTED
   DATE    TYP NO MODE STA BAL DATE AL COUNT      AMOUNT         AMOUNT
X 08171999 5 505   2    H   Y 081799 3 00004 0000000809.00  0000000809.00
  03101999 Q 418   3    H   Y 090198 3 00002 0000000689.12  0000000689.12
  03121999 4 018   1    H   Y 090198 3 00001 0000001537.00  0000001537.00
```

                                            Trans Amounts Data Entered

                                      Batch Amount from Batch Header

                                Batch Count from Batch Header

                          Approval Level Tied to Batch Depending On TC's Entered

                    Effective Date from Batch Header

              Batch Balanced? Y = Yes Or N = No (Does Entered Count and Amount
              Equal Computed Count and Amount?}

          Status H (Hold) R (Released)

        Edit Mode 0 (No Edits)
              Mode 1 (Normal Batch Entry)
              Mode 2 (On-Line Real Time)
              Mode 3 (Batch is in Error)

      Batch Number from Batch Header

    Batch Type from Batch Header

  Batch Date from Batch Header

```
                                                   INTERRUPT:
```

On the **View or Select Batch Header** screen, type **S** in the **FUNCTION** field to select your batch header. Type an **S** or **X** to the left of the batch header DATE, as shown above. Press ENTER. This will display the *F11 - VIEW BATCH SUMMARY* screen, explained below.

F11 - VIEW BATCH SUMMARY

If you detect an error or need to review an entered batch, press F11 for the **View Batch Summary** screen, shown in the example below. This summary screen helps finding count and amount problems. It also shows the sequence numbers, PCA, Index, object code, transaction code, reverse indicator, fund, and current document number and suffix. Press ENTER or type **N** in the **FUNCTION** field and press ENTER. The next lines of data appear from your updated batch.

```
VERSION 3.1              STARS--VIEW BATCH SUMMARY                 S520

 FUNCTION: F (F=FIRST PAGE, N=NEXT PAGE)

 BATCH-ID:   AGCY 230 DATE 08171999 TYPE 5 BATCH-NO 505 SEQUENCE 00001
 EFF-DATE 081799 STATUS H DISB METHOD   MODE 1

                         EXP/REV BUDG            CURRENT
 SEQ  TC  R  PCN INDEX  PCA SOBJ/DTL UNIT FUND/DTL  DOCUMENT       AMOUNT
00001 230          1000 01331 5410   CCAA 0001     EXP0000101 0000000300.00
00002 230          1000 01331 5410   CCAA 0001     EXP0000202 0000000100.00
00003 230          1000 01337 5150   CCAA 0349 07  EXP0000303 0000000100.00
00004 230          1000 01301 5070   CCAA 0001     EXP0000404 0000000300.00

                                      BATCH BALANCE Area.
                                      Entered and computed counts and amounts

       BATCH BALANCE
         ENTERED COUNT:  00004          ENTERED AMOUNT:  0000000809.00
         COMPUTED COUNT: 00004          COMPUTED AMOUNT: 0000000809.00
                                                         INTERRUPT:


 PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS, PF12=VIEW/SELECT HEADERS
```

F10 - CHANGING A BATCH OR VIEWING BATCH DETAILS

In order to review a batch or to make changes to a batch or a batch header you have already updated, press F10 to display the **Change Batch or View Detail Transactions** screen. Type in a specific function as listed below in the **FUNCTION** field and press ENTER. The first sequence number available in the batch will be displayed or you can type in a specific sequence number. (Once you are in the batch, pressF8 to advance one sequence number at a time.)

```
VERSION 3.1            STARS--CHANGE BATCH OR VIEW DETAIL TRANSACTIONS  S510


FUNCT:   (A=ADD TRAN, B=CHG HDR, C=CHG TRAN, D=DEL TRAN, R=RECOMP, V=VIEW TRAN


     AGENCY:              230
     BATCH DATE:          08171999
     BATCH TYPE:          5
     BATCH NUMBER:        505
     SEQUENCE NUMBER:            (ENTER IF TRANS: CHANGE, DELETE, OR VIEW)
     BATCH BALANCE
       ENTERED COUNT:     00004 ENTERED AMOUNT:  0000000809.00
       COMPUTED COUNT:    00004 COMPUTED AMOUNT: 0000000809.00


                                       INTERRUPT:
 PF9=BATCH BALANCING, PF11=VIEW BATCH SUMMARY, PF12=VIEW/SELECT HEADERS
```

Functions commands available on Change Batch or View Detail Transactions screen

A - Adding a Transaction to a Batch	Used to add a transaction to any batch that is not in edit mode 3.
B - Changing a Batch Header	Used to change only the entered batch count or batch amounts on the batch header.
C - Changing a Transaction	Used to change any data element information in a previously entered transaction.
D - Deleting a Transaction	Used to delete a transaction previously entered in a batch by indicating which sequence number you want to delete. (See F11 screen for sequence number.)
R - Recomputing a Batch	Used to recompute the information in a batch when the entered batch count and entered batch amount do not equal due to added transactions or system error.
V - Viewing a Transaction	Used only to review transactions within a batch without allowing you to change any of the data elements on the data entry screen. **Those that review the batch after data entry is completed should use this function.**

A = ADDING A TRANSACTION TO A BATCH

If you were unable to complete a batch previously entered or need to add another transaction to a batch, this function allows you to add a transaction as long as the batch is not in an edit mode 3. (edit mode 3 indicates the batch is in error.) The best place to check mode status is at the top of the F11 - View Batch Summary screen) with the Batch-ID fields. You can also see the mode status on the F12 - View or Select Batch Header screen as you select the batch.

Type **A** into the **FUNCTION** field on the F10 screen and press ENTER, the computer will automatically assign the next sequence number. Continue to enter your transaction as shown previously in this chapter. In the example below, we added one additional $100.00 transaction to our original batch.

```
VERSION 3.1              STARS--CHANGE BATCH
S510

FUNCT: (A=ADD TRAN, B=CHG HDR, C=CHG TRAN, D
TRAN

    AGENCY:              230
    BATCH DATE:             08171999
    BATCH TYPE:             5
    BATCH NUMBER:           505
    SEQUENCE NUMBER:             (ENTER IF TRANS: CHANGE, DELETE, OR VIEW)
    BATCH BALANCE
      ENTERED COUNT:    00004 ENTERED AMOUNT:  0000000809.00
      COMPUTED COUNT:   00005 COMPUTED AMOUNT: 0000000909.00


                                     INTERRUPT:
 PF9=BATCH BALANCING, PF11=VIEW BATCH SUMMARY, PF12=VIEW/SELECT HEADERS
```

Notice that the Computed count and amount (what the computer shows you entered) **is more than** the Entered count and amount (the amount initially entered from the HEADER form before adding the additional transaction).

B = CHANGING A BATCH HEADER

Once you have saved your transactions, the batch header ENTERED COUNT and ENTERED AMOUNT may no longer be correct due to additional transactions or an incorrect beginning count and amount. (The entered count and amount will not equal the computed count and amount.) **If you are sure you have entered all of the amounts correctly**, you will need to correct the erroneous batch entered count and amount.

Type **B** in the **FUNCTION** field and press ENTER. Below is the screen before making any changes. Note the entered and computed amounts to do not match.

```
VERSION 3.1               STARS--CHANGE BATCH OR VIEW DETAIL TRANSACTIONS  S510


FUNCT:B (A=ADD TRAN, B=CHG HDR, C=CHG TRAN, D=DEL TRAN, R=RECOMP, V=VIEW TRAN)


     AGENCY:              230
     BATCH DATE:          08171999
     BATCH TYPE:          5
     BATCH NUMBER:        505
     SEQUENCE NUMBER:             (ENTER IF TRANS: CHANGE, DELETE, OR VIEW)
     BATCH BALANCE
       ENTERED COUNT:     00004 ENTERED AMOUNT:   0000000809.00
       COMPUTED COUNT:    00005 COMPUTED AMOUNT:  0000000909.00
                                                  INTERRUPT:
PF9=BATCH BALANCING, PF11=VIEW BATCH SUMMARY, PF12=VIEW/SELECT HEADERS
```

STARS will retrieve the Batch Header screen, allowing you to change only the **ENTERED COUNT** and **ENTERED AMOUNT** (highlighted on your screen). Fix the entered count and amount to coincide with the correct figures. Press ENTER to update the corrected information and return to the original screen as shown below.

Be sure you are making the change because it was in error to begin with, not because you have entered information incorrectly.
Type over these amounts instead of clearing the field and re-typing. It is important that all digits and decimal points line up.

In the example below, the entered count and amount must be corrected because of the $100.00 new transaction that was added.

```
VERSION 3.1                  STARS--CHANGE BATCH HEADER                    S511

  ENTER CHANGES - PRESS ENTER WHEN COMPLETE, PRESS PF10 TO CANCEL CHANGE

     BATCH DEPARTMENT:    230
     BATCH DATE:          08171999
     BATCH TYPE:          5
     BATCH EDIT MODE:     1
     BATCH NUMBER:        505
     EFFECTIVE DATE:      081799
   APPROVAL LEVEL:        7


     BATCH BALANCE
       ENTERED COUNT:     00005 ENTERED AMOUNT:   000000909.00
```

```
                        COMPUTED COUNT:     00005 COMPUTED AMOUNT: 000000909.00
```

C = CHANGING A TRANSACTION

To change transactions already saved in a batch, type **C** in the **FUNCTION** field and a **sequence number** in the sequence number field, press ENTER.
(You can find the sequence number in the F11 - View Batch Summary screen. Do not mistake it for the document suffix number. Leading zeros are not necessary - you may simply type 3.)
Those employees only reviewing a batch should NOT use this function. Use the **V** in the **FUNCTION** field.

```
VERSION 3.1                STARS--CHANGE BATCH OR VIEW DETAIL TRANSACTIONS   S510

FUNCT: C (A=ADD TRAN, B=CHG HDR, C=CHG TRAN, D=DEL TRAN, R=RECOMP, V=VIEW TRAN

        AGENCY:             230
        BATCH DATE:         08171999        ┌──────────────────────────┐
        BATCH TYPE:         5               │ Leading zeros are not    │
        BATCH NUMBER:       505             │ necessary (e.g., 00003)  │
        SEQUENCE NUMBER:      3   (ENTER IF TRANS: CHANGE, DELETE, OR VIEW)
        BATCH BALANCE

          ENTERED COUNT:     00004 ENTERED AMOUNT:  0000000809.00
          COMPUTED COUNT:    00004 COMPUTED AMOUNT: 0000000809.00
                                                    INTERRUPT:


 PF9=BATCH BALANCING, PF11=VIEW BATCH SUMMARY, PF12=VIEW/SELECT HEADERS
```

Your transaction screen will appear as previously entered. Make changes as needed.

```
VERSION 3.1          STARS--GENERAL PURPOSE TRANSACTION ENTRY            S501
BATCH: AGY 230 DATE 08171999 TYPE 5 NO 505 MODE MASTER EDIT ONLY  SEQ-NO 00003


CUR-DOC/SFX: EXP00002 02 TRANS-CODE: 110       RVS: R    DISB-METH:
REF-DOC/SFX:                   MOD:            BFY: 00    GAAP IND:
INDEX    :                            SEC AGENCY:
PCA      : 01331                      SUBSID:         PCN:
EXP-SUB-OBJ/DET:
REV-SUBOBJ/DET:
AMOUNT   : 0000000100.00      WARR-NO:            BU:         GLA:
DOC TOTAL: 0000000000.00      PROP#:           CMP#:          CI:
INV-NO :               INV-DESC : SWEEP ACCOUNT/Month of August
VEND-NO:               NAME :
                       NAME 2:
                       ADDR :
                       CITY :            STATE:   ZIP:
GRANT/PH:         PROJ/PH:          FUND/DET:          F/O:
    MPC:          LOC:              FAC:           TSK:
DOC-DATE:     EFF-DATE: 081799 DUE-DATE:         INTERRUPT:


ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
 PF8=NEXT RECORD, PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS
```

During this correction process, you can use F5 to re-review the lookup data, or you may press F1 or ENTER to save the transaction. The bottom of your screen will read, "Transaction Successfully Changed."

```
VERSION 3.1         STARS--GENERAL PURPOSE TRANSACTION ENTRY          S501
BATCH: AGY 230 DATE 08171999 TYPE 5 NO 505 MODE MASTER EDIT ONLY  SEQ-NO 00003

CUR-DOC/SFX: EXP00002 02 TRANS-CODE: 110          RVS:     DISB-METH:
REF-DOC/SFX:                     MOD:             BFY: 00    GAAP IND:
INDEX    :                                SEC AGENCY:
PCA      : 01331                          SUBSID:         PCN:
EXP-SUB-OBJ/DET:
REV-SUBOBJ/DET:
AMOUNT   :                    WARR-NO:              BU:         GLA:
DOC TOTAL: 0000000000.00       PROP#:          CMP#:           CI:
INV-NO :               INV-DESC : SWEEP ACCOUNT/MONTH OF AUGUST
VEND-NO:                    NAME  :
                           NAME 2:
                           ADDR  :
                           CITY  :              STATE:    ZIP:
GRANT/PH:           PROJ/PH:            FUND/DET:         F/O:
    MPC:            LOC:               FAC:             TSK:
DOC-DATE:      EFF-DATE: 081799 DUE-DATE:         INTERRUPT:


TRANSACTION SUCCESSFULLY CHANGED
ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
PF8=NEXT RECORD, PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS
```

D = DELETING A TRANSACTION

You can immediately delete transactions updated within a batch in Edit Mode **0**, **1,** or **2** when you select the delete function.
In order to delete a transaction, you must first view your batch transactions in the F11 - View Batch Summary screen to obtain the computer generated sequence number of the transaction you wish to delete.

The sequence number does not necessarily correspond to the Current Document suffix number if you enter the transactions out of order or if you use a different numbering system - in the example below, note sequence number 4.

F11 – View Batch Summary

```
VERSION 3.1              STARS--VIEW BATCH SUMMARY                    S520


 FUNCTION: F (F=FIRST PAGE, N=NEXT PAGE)


 BATCH-ID:   AGCY 230 DATE 08171999 TYPE 5 BATCH-NO 505 SEQUENCE 00001
 EFF-DATE 081799 STATUS H DISB METHOD    MODE 1


                         EXP/REV BUDG          CURRENT
 SEQ  TC  R  PCN INDEX  PCA SOBJ/DTL UNIT FUND/DTL  DOCUMENT       AMOUNT
00001 230          1000 01331 5410   CCAA 0001      EXP0000101 0000000300.00
00002 230          1000 01331 5410   CCAA 0001      EXP0000102 0000000100.00
00003 230          1000 01337 5150   CCAA 0349 07   EXP0000104 0000000100.00
00004 230          1000 01301 5070   CCAA 0001      EXP0000103 0000000309.00



    BATCH BALANCE
      ENTERED COU                          TERED AMOUNT:  0000000809.00
      COMPUTED COUNT: 00004               COMPUTED AMOUNT: 0000000809.00
                                                      INTERRUPT:


 PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS, PF12=VIEW/SELECT HEADERS
```

Sequence No. necessary to delete the transaction.

Then in the F10 - **Change Batch/View Details** screen, type **D** in the **FUNCTION** field and the sequence number in the **SEQUENCE NUMBER** field, then press ENTER. A message will appear, "Transaction Successfully Deleted."

(In the example below, one $100.00 transaction was deleted, so that the entered and the computed amounts no longer equal. In this case, type **B** in the **FUNCTION** field, for changing a batch header, to bring the batch back in balance.)

F10 - Change Batch or View Detail Transactions

```
VERSION 3.1                 STARS--CHANGE BATCH OR VIEW DETAIL TRANSACTIONS  S510


FUNCT:D (A=ADD TRAN, B=CHG HDR, C=CHG TRAN, D=DEL TRAN, R=RECOMP, V=VIEW TRAN)


     AGENCY:                230
     BATCH DATE:            08171999
     BATCH TYPE:            5
     BATCH NUMBER:          505
     SEQUENCE NUMBER:       3     (ENTER IF TRANS: CHANGE, DELETE, OR VIEW)
     BATCH BALANCE
        ENTERED COUNT:      00004 ENTERED AMOUNT:  0000000809.00
       COMPUTED COUNT:      00003 COMPUTED AMOUNT: 0000000709.00


                                              INTERRUPT:

TRANSACTION SUCCESSFULLY DELETED
```

In order to delete a transaction in edit mode **3**, you must first view your batch transactions in the F11 - View Batch Summary screen to obtain the computer generated sequence number of the transaction you wish to delete. This is the same as in edit mode 1 or 2. However, if the batch is in edit mode **3**, the transaction will not delete until the nightly STARS input-edit-update (IEU) processing.

F11 - View Batch Summary

```
VERSION 3.1                STARS--VIEW BATCH SUMMARY                    S520

 FUNCTION: F (F=FIRST PAGE, N=NEXT PAGE)

 BATCH-ID:   AGCY 230 DATE 07271999 TYPE 5 BATCH-NO 401 SEQUENCE 00001
 EFF-DATE 072799 STATUS H DISB METHOD   MODE 3

                              EXP/REV BUDG          CURRENT
 SEQ  TC  R  PCN INDEX  PCA SOBJ/DTL UNIT FUND/DTL  DOCUMENT      AMOUNT
00001 230          1000 01331 5410   CCAA 0001     EXP0000202 0000000300.00
00002 230          1000 01331 5410   CCAA 0001     EXP0000202 0000001500.00


        BATCH BALANCE
        ENTERED COUNT:  00002           ENTERED AMOUNT:  0000001800.00
        COMPUTED COUNT: 00002           COMPUTED AMOUNT: 0000001800.00
```

In the example below, the $1,500.00 transaction will be deleted, which is sequence number 00002. In the F10 **Change Batch or View Detail** screen, type **D** in the **FUNCTION** field and the sequence number **2** in the **SEQUENCE NUMBER** field, and press ENTER. A message will read, **"**Error Correction Delete Transaction Has Been Created." This error message indicates the transaction associated with SEQ NO 2 will delete once the STARS IEU processes. The computed count and amount do not change when the batch is in edit mode 3.

F10 - Change Batch or View Detail Transactions

```
FUNCT: D (A=ADD TRAN, B=CHG HDR, C=CHG TRAN, D=DEL TRAN, R=RECOMP, V=VIEW TRAN)

        AGENCY:              230        [Leading Zeros are not necessary.]
        BATCH DATE:          07271999
        BATCH TYPE:          5          [No Change to Count or]
        BATCH NUMBER:        401
        SEQUENCE NUMBER:     2     (ENTER IF TRANS: CHANGE, DELETE, OR VIEW)
         BATCH BALANCE
          ENTERED COUNT:     00002 ENTERED AMOUNT:  0000001800.00
         COMPUTED COUNT:     00002 COMPUTED AMOUNT: 0000001800.00



                                          INTERRUPT:

ERROR CORRECTION DELETE TRANSACTION HAS BEEN CREATED
PF9=BATCH BALANCING, PF11=VIEW BATCH SUMMARY, PF12=VIEW/SELECT HEADERS
```

To verify that the transaction will delete from the batch, interrupt to the 54 **- Enter Error Correction Transactions** screen (S540). Type **R** in the **FUNCTION** field, the agency number in the **AGENCY** field, and then press ENTER. STARS displays a listing of the transactions that will delete, as shown below.

This transaction shows sequence number 2 (00002) will be deleted (DELETE) from batch number 401.

```
VERSION 3.1      STARS--ENTER ERROR CORRECTION TRANSACTIONS            S540
FUNCTION: R (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)            AGENCY: 230
  ------TRANS ID------      DATA ELEMENT              DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME---- ------------CORRECTION-----------
  19990727 5 401 00002 0 DELETE




                                              INTERRUPT:    ACTIVE
  NO MORE ERROR CORRECTION TRANSACTIONS FOR YOUR AGENCY
```

EDIT MODE 3 TRANSACTION DELETED IN ERROR

If you delete a transaction you did NOT want to delete, you can remove the deletion from the (S540) screen as long as you do it on the same day you did the deletion. STARS processes all 54 **- Enter Error Correction Transactions** screen items in the nightly IEU before processing the rest of the batch.

R = RECOMPUTING A BATCH

If the STARS program should stop responding while you are entering data or if you accidentally shut down your computer terminal during data entry, the Recompute function is a useful tool.

The Recompute function allows the system to regroup all of the transactions entered for a specific batch that may have disconnected when the system went down. When you look at the F11 screen, you may see all of the transactions, but the computer is unable to tie them together into the correct batch showing an erroneous computed count and amount.

Select the batch you want to adjust and press F10 to access the Changing a Batch or Viewing Batch Details screen. Type **B** in the **FUNCTION** field, and press ENTER to open the **Change Batch Header** screen.

```
VERSION 3.1              STARS--CHANGE BATCH OR VIEW DETAIL TRANSACTIONS  S510


FUNCT: B (A=ADD TRAN, B=CHG HDR, C=CHG TRAN, D=DEL TRAN, R=RECOMP, V=VIEW TRAN)


      AGENCY:              230
      BATCH DATE:          08171999
      BATCH TYPE:          5
      BATCH NUMBER:        505
      SEQUENCE NUMBER:            (ENTER IF TRANS: CHANGE, DELETE, OR VIEW)
      BATCH BALANCE
        ENTERED COUNT:      00004 ENTERED AMOUNT:  0000000809.00
        COMPUTED COUNT:     00003 COMPUTED AMOUNT: 0000000709.00

                                          INTERRUPT:

  PF9=BATCH BALANCING, PF11=VIEW BATCH SUMMARY, PF12=VIEW/SELECT HEADERS
```

Press TAB to move to the **ENTERED COUNT** field and type all zeros (00000), and then press TAB to the **ENTERED AMOUN**T field and type all zeros plus a decimal point (0000000000.00).

Press ENTER. (Do this even if the entered counts are correct and the computed count is incorrect.)

```
VERSION 3.1                 STARS--CHANGE BATCH HEADER              S511

  ENTER CHANGES - PRESS ENTER WHEN COMPLETE, PRESS PF10 TO CANCEL CHANGE

     BATCH DEPARTMENT:    230
     BATCH DATE:          08171999
     BATCH TYPE:          5
     BATCH EDIT MODE:     1
     BATCH NUMBER:        505
     EFFECTIVE DATE:      081799
   APPROVAL LEVEL:        7

     BATCH BALANCE
        ENTERED COUNT:    00000 ENTERED AMOUNT:  0000000000.00
       COMPUTED COUNT:    00004 COMPUTED AMOUNT: 0000000709.00


                                                 INTERRUPT:
```

> Remember it is important that all digits and decimals line up.

This should bring you back to the F10 - Changing a Batch or Viewing Batch Details screen.

Type **R** in the **FUNCTION** field and then press ENTER to display the adjusted batch count and batch amount totals. The system will gather all of the transactions together giving you the computed count and amount of all of the transactions entered.

If you need to continue adding to the batch, type **B** in the FUNCTION field for the change batch header screen. Change the entered count and amount back to the original amounts from the HEADER form.

```
VERSION 3.1               STARS--CHANGE BATCH OR VIEW DETAIL TRANSACTIONS
S510


FUNCT:R (A=ADD TRAN, B=CHG HDR, C=CHG TRAN, D=DEL TRAN, R=RECOMP, V=VIEW TRAN)

     AGENCY:             230
     BATCH DATE:             08171999
     BATCH TYPE:             5
     BATCH NUMBER:           505
     SEQUENCE NUMBER:             (ENTER IF TRANS: CHANGE, DELETE, OR VIEW)
     BATCH BALANCE
       ENTERED COUNT:     00004 ENTERED AMOUNT:  0000000809.00
        COMPUTED COUNT:     00004 COMPUTED AMOUNT: 0000000809.00
                                          INTERRUPT:


 PF9=BATCH BALANCING, PF11=VIEW BATCH SUMMARY, PF12=VIEW/SELECT HEADERS
```
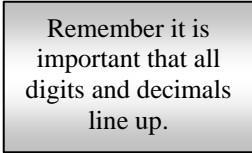
V = VIEWING A TRANSACTION

Those reviewing batches after data entry and before release should use the view function.
Type **V** for view transactions in the **FUNCTION** field and press ENTER.

```
F10 - Change Batch or View Detail Transactions screen
VERSION 3.1              STARS--CHANGE BATCH OR VIEW DETAIL TRANSACTIONS   S510


FUNCT:V(A=ADD TRAN, B=CHG HDR, C=CHG TRAN, D=DEL TRAN, R=RECOMP, V=VIEW TRAN)


        AGENCY:              230
        BATCH DATE:          08171999          To View Transaction for SEO NO 1.
        BATCH TYPE:          5
        BATCH NUMBER:        505
        SEQUENCE NUMBER:     1     (ENTER IF TRANS: CHANGE, DELETE, OR VIEW)
        BATCH BALANCE
          ENTERED COUNT:     00004 ENTERED AMOUNT:  0000000809.00
          COMPUTED COUNT:    00004 COMPUTED AMOUNT: 0000000809.00
                                                        INTERRUPT:


PF9=BATCH BALANCING, PF11=VIEW BATCH SUMMARY, PF12=VIEW/SELECT HEADERS
```

Use the F8 key to advance through each transaction. If you want to only review one transaction
in a batch, type **V** for view transaction in the **FUNCTION** field and a sequence number in the
sequence number field, press ENTER. To return to the **Change Batch or View Detail
Transaction** screen, press F10.

NOTE:	You cannot make changes in the View mode. You will be able to see any warning or error messages through this screen. The View mode does not override the approval levels as the Change mode does.

```
VERSION 3.1           STARS--GENERAL PURPOSE TRANSACTION ENTRY          S501
BATCH: AGY 230 DATE 08171999 TYPE 5 NO 505 MODE MASTER EDIT ONLY  SEQ-NO 00001


CUR-DOC/SFX: EXP00001 01 TRANS-CODE: 230        RVS:     DISB-METH:
REF-DOC/SFX:                      MOD:          BFY: 00   GAAP IND:
INDEX    : 1000 HEADQUARTERS              SEC AGENCY:
PCA      : 01331                          SUBSID:        PCN:
EXP-SUB-OBJ/DET: 5410    OFFICE SUPPLIES
REV-SUBOBJ/DET:
AMOUNT   : 0000000300.00       WARR-NO:             BU: CCAA   GLA:
DOC TOTAL: 0000000000.00       PROP#:          CMP#:        CI:
INV-NO : 23456000000000 INV-DESC :
VEND-NO: 820183581 00     NAME : BANGS OFFICE PRODUCTS INC
                          NAME 2:
                          ADDR : PO BOX 1447
                          CITY : POCATELLO     STATE: ID ZIP: 83204
GRANT/PH:              PROJ/PH:          FUND/DET: 0001        F/O:
    MPC:               LO                             K:        F8 will advance you to the next record.
DOC-DATE:      EFF-DATE: 08


ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
PF8=NEXT RECORD, PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS
```

F9 - BATCH BALANCING

Once you have updated your transactions, press F9 to display the STARS **Batch Balancing** screen. Batch balancing allows you to re-confirm that the batch is in balance with the batch header count and amount you initially entered from the HEADER form.

The **FUNCTION** area of the F9 screen is used to release the batch, to put it on hold, or to delete the batch. You can initially release or delete all edit modes on this screen.
Every level of operation, from data entry to reviewing and releasing, should release each batch by typing **R** in the **FUNCTION** field and pressing ENTER. The reasons for doing so are discussed in *SECTION THREE* and *SECTION FOUR* below.

R - RELEASING A BATCH

There are four main sections to the **R** for release function on the **Batch Balancing** screen. See the following page for an illustration of these sections.

Section One. The **BATCH BALANCE** area is used to do a final check be sure the Entered counts and amounts match the Computed counts and amounts. If they do not match, the batch cannot process.

Section Two. The **BATCH OPER-ID** area shows the Batch Operator ID who created the batch header. If this person enters transactions not authorized in their security setup, the transactions will not process in the nightly IEU - even if someone else recalls the batch and enters the transactions.

Section Three. The **BATCH APPROVED BY** area shows the last person in the batch and their approval level. Though you may not be able to release a batch, STARS automatically attaches your electronic signature in the Batch Approved By section when you update using the '**A**' (add) or '**C**' (change) functions on the F10 screen.
When you release the batch, it also updates your electronic signature. Every level from data entry, reviewing, and releasing should update the User Approval level by typing **R** for release in the **FUNCTION** field and pressing ENTER. This will put your final electronic signature initials in the **Batch Approved By** fields, showing that you are done with the batch. If there are any problems with the batch, the Operator initials on the batch show whom to contact.
If you view the batch in the **V** mode, your electronic signature will not show.

Section Four. **USER APPROVAL LEVEL/REQUIRED APPROVAL LEVEL** area shows the approval levels of the last release person. When you type **R** for release the batch, it also will put your release level in the User Approval Level field showing you are the last one to release the batch. This level will go back to **"0"** if someone goes back into the Change mode and makes changes to the batch. This record of Operator Id's allows those reviewing and releasing to know who completed each process of the batch. If the **User Approval Level** matches or exceeds the **Required Approval Level** of the batch, the batch will release for processing.

```
VERSION 3.1                     STARS--BATCH BALANCING                   S502

 FUNCTION: R (H=HOLD, R=RELEASE, O=OVERRIDE, D=DELETE)
                  (BLANK FUNCTION RETURN            Sect 1. Final check that the
                                                    batch is in balance before

 BATCH AGENCY: 230
 BATCH DATE:   08171999
 BATCH TYPE:   5
 BATCH NUMBER: 505

 BATCH BALANCE
                ENTERED COUNT:    00004    ENTERED AMOUNT:  0000000809.00
                COMPUTED COUNT:   00004    COMPUTED AMOUNT: 0000000809.00

 BATCH APPROVED BY:                               BATCH OPER-ID:  DBK
        GJM XYS
         AL1 AL2 AL3 AL4 AL5 AL6 AL7 AL8 AL9

        USER APPROVAL LEVEL:
        REQUIRED APPROVAL LE      Sect 2. Operator Who Created
                                  Batch Header.  Operator must
                                  have security to enter required
                                  transaction codes depending on
                                  their Operator Class.

 PF10=CHG BATCH/VIEW DETAILS, PF11=VIEW BATCH SUMMARY, PF12=VIEW/SELECT HEADERS
```

Sect 3. The last Operator to change or approve the batch at each approval level. Example shows both GJM and XYS have been in the batch.

When you release a batch in Edit Mode **3**, it creates a RELEASE transaction on the 54 screen (S540). If you want to verify your batch will release, interrupt to the 54 **- Enter Error Correction Transactions** screen (S540).

Type **R** for recall in the **FUNCTION** field, the agency number in the agency field, and press ENTER. STARS displays a listing of the batch transactions that will release as shown below. The transaction shows the batch header, shown as sequence number 00000 for the batch number 505 will be released (RELEASE) in the nightly IEU processing.

```
VERSION 3.1      STARS--ENTER ERROR CORRECTION TRANSACTIONS            S540
FUNCTION: R (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
  ------TRANS ID------      DATA ELEMENT                DATA ELEMENT
C    DATE TYP NO  SEQ DUP---NUMBER/NAME---- ------------CORRECTION-----------
  19990817 5 505 00000 0 RELEASE
```

EDIT MODE 3 - BATCH RELEASED IN ERROR

If you have released an Edit Mode 3 batch that you did not want to release, you can remove this release from the 54 **- Enter Error Correction Transactions** screen as long as you do it on the same day you did the release. STARS processes all **S540** screen items in the nightly IEU before processing the rest of the batch. Putting the batch on Hold as discussed below will not take the release off the Edit Mode 3 batch.

EDIT MODE 3 - BATCH WILL NOT RELEASE SINCE BATCH EFFECTIVE DATE IS FOR A PRIOR MONTH THAT IS CLOSED

If you try to release an Edit Mode 3 batch that has a Batch Effective Date in a prior month that is closed, you will get an error message of "Invalid Month". You can change the Batch Effective Date through the 54 screen (S540). STARS processes all **S540** screen items in the nightly IEU before processing the rest of the batch. This only works on batches in Edit Mode **3**.

H = PUTTING A BATCH ON HOLD

If a batch is in Edit Mode **0**, **1** or **2**, you can place the batch on hold by typing **H** in the **FUNCTION** field, and then press ENTER. This will place the batch on hold and the batch will not process until the batch is re-released.

> **CAUTION:** **This is not the case for those batches in Edit Mode 3. When you release a batch in Edit Mode 3, it creates a RELEASE transaction on the S540 screen that you must delete. Otherwise, the batch will go ahead and process since the S540 screen overrides the rest of the batch.**

O = OVERRIDING A BATCH

The State Controller's Office should be the only one that uses the Override mode and only in very unusual cases. The override mode allows a batch that is not in balance to override the Batch Balancing edit and releases the batch. If you find you can perform this function, please contact your Security Administrator to correct your security access.

D = DELETING A BATCH HEADER

If you incorrectly enter a batch header in Edit Mode **0**, **1,** or **2**, you can delete the header in the F9 batch-balancing screen. Type **D** in the **FUNCTION** field and press ENTER. If you have entered transactions in the batch, you will get an error message, "Detail Trans Exist, Delete Not Allowed".
You will have to delete each individual transaction in the F10 screen before you can delete the batch header in the F9 screen. The batch header will then disappear from the F12 screen.

When you want to delete a batch in Edit Mode **3**, each individual DELETE transaction must be processed in the nightly IEU processing before the header can be deleted. The next day you can delete the batch header as described above.

Once you have used the same agency, batch date, batch type, and batch number combination, you cannot use this same combination again even if you delete the batch header. STARS keeps an internal batch log of all batch headers entered into the system, whether they were processed or not

F9-Batch Balancing Screen

```
VERSION 3.1                  STARS--BATCH BALANCING                    S502

  FUNCTION: D (H=HOLD, R=RELEASE, O=OVERRIDE, D=DELETE)
                (BLANK FUNCTION RETURNS TO BATCH HEADER ENTRY)

 BATCH AGENCY: 230
 BATCH DATE:   08171999
 BATCH TYPE:   5
 BATCH NUMBER: 505

 BATCH BALANCE
               ENTERED COUNT:    00005    ENTERED AMOUNT:  000000809.00
              COMPUTED COUNT:    00000    COMPUTED AMOUNT: 000000000.00

 BATCH APPROVED BY:                            BATCH OPER-ID:  SA3
           SA3
           AL1 AL2 AL3 AL4 AL5 AL6 AL7 AL       Shows you have
                                                deleted the batch
           USER APPROVAL LEVEL:
           REQUIRED APPROVAL LEVEL: 0

                                                INTERRUPT:

 BATCH HEADER HAS BEEN DELETED
 PF10=CHG BATCH/VIEW DETAILS, PF11=VIEW BATCH SUMMARY, PF12=VIEW/SELECT HEADERS
```

FUNCTION 54 - EDIT MODE 3 ERROR CORRECTIONS

The computer automatically creates entries to the 54 screen from actions taken on batches that are in Edit Mode 3. Only changes to Edit Mode 3 batches (error batches) process through this screen.

You can make changes to the information on the 54- **Enter Error Correction Transactions** screen (54) if you make the change before the next nightly IEU processing. STARS will update the information on the 54 screen if you wait until the next day. The information on the 54 screen overrides the information in the batch. There may be times when you may want to make changes to the 54 screen during both the data entry and releasing process.

The types of automatic entries that update to the **54** screen include the following:

- Edit Mode 3 **transactions deleted** through the F10 screen.

- Edit Mode 3 **batches released** through the F9 screen.

See the following *ERROR BATCHES (EDIT MODE 3) - SOLVING COMMON PROBLEMS* for more instructions.

ERROR BATCHES (EDIT MODE 3) - SOLVING COMMON PROBLEMS

Error mode 3 batches are those that have processed through the system but erred out. These are handled differently in STARS than non-processed batches. STARS does not process changes to error mode 3 batches until the nightly processing. Therefore, you can make changes to the batch until it processes in the nightly IEU.

A few scenarios are described below to illustrate how you may need to correct a transaction in an error batch before it can process.

- Scenario 1 - You deleted a transaction in error in an edit mode 3 batch.

- Scenario 2 - You released an edit mode 3 batch in error.

- Scenario 3 - You released an edit mode 3 batch that should be on hold.

- Scenario 4 - You need to change a batch effective date from a closed month on an edit mode 3 batch.

SCENARIO 1 - YOU DELETED A TRANSACTION IN ERROR IN AN EDIT MODE 3 BATCH

When you delete a transaction in Edit Mode 3, it creates a DELETE transaction on the **Enter Error Correction Transactions**, S540 screen. This is menu item 54 on the STARS main menu and has the S540 designation in the upper right of the screen once it is opened:

```
VERSION 3.1          STARS--FINANCIAL TRANSACTION DATA ENTRY MENU        S013


 FUNCTION:




                50    ENTER ACCOUNTING TRANSACTION BATCH
                51    CHANGE BATCH OR VIEW DETAIL TRANS
                52    VIEW BATCH SUMMARY
                53    VIEW OR SELECT BATCH HEADERS
                54    ENTER ERROR CORRECTIONS
                55    RECURRING TRANSACTIONS
                83    ZP FILE MAINTENANCE
                99    SIGN OFF
```

If you realize that you have deleted a transaction in error, go to the S540 screen to 'undelete' the transaction.

Enter Error Correction Transactions screen

```
VERSION 3.1      STARS--ENTER ERROR CORRECTION TRANSACTIONS        S540
FUNCTION: R (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
 ------TRANS ID------      DATA ELEMENT              DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME---- ------------CORRECTION-----------
  19990727 5 401 00002 0 DELETE
  19990727 5 401 00003 0 DELETE









                                          INTERRUPT:     ACTIVE

 NO MORE ERROR CORRECTION TRANSACTIONS FOR YOUR AGENCY
```

Type **R** in the **FUNCTION** field, type the agency number in the **AGENCY** field, and press ENTER. STARS displays a listing of the error transactions that will process in the next nightly IEU processing. You can remove the DELETE from the S540 screen as long as you do it on the same day you delete the transaction.

In the Edit Mode 3 scenario below, assume that sequence 00003 should have been deleted instead of sequence 00002 (through the F10 **Change or View Batch Details** screen). Sequence 00003 has been deleted, but you now need to remove the DELETE on sequence 00002.

The transaction shows sequence numbers 2 (00002) and 3 (00003) will be deleted (DELETE) from batch 401 if no changes are made.

In order to remove the first transaction (sequence 00002), Type **C** in the **FUNCTION** field then press TAB to move to the **C** Column (before the **TRANS ID**, **DATE** field). Type **D** in the space under the **C** Column then ENTER.

```
VERSION 3.1      STARS--ENTER ERROR CORRECTION TRANSACTIONS         S540
FUNCTION: C (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)         AGENCY: 230
  ------TRANS ID------      DATA ELEMENT              DATA ELEMENT
C    DATE TYP NO  SEQ DUP---NUMBER/NAME---- ------------CORRECTION-----------
D 19990727 5 401 00002 0 DELETE
  19990727 5 401 00003 0 DELETE




                                               INTERRUPT:    ACTIVE
  NO MORE ERROR CORRECTION TRANSACTIONS FOR YOUR AGENCY
```

Once you have entered the change, you should see the **Valid Transactions Added/Changed** message at the bottom of the screen.

```
VERSION 3.1      STARS--ENTER ERROR CORRECTION TRANSACTIONS         S540
FUNCTION: C (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)         AGENCY: 230
  ------TRANS ID------      DATA ELEMENT              DATA ELEMENT
C    DATE TYP NO  SEQ DUP---NUMBER/NAME---- ------------CORRECTION-----------




                                               INTERRUPT:    ACTIVE
  VALID TRANSACTIONS ADDED/CHANGED
```

To confirm that STARS has removed the transaction, Type **R** in the **FUNCTION** field and press ENTER. The transaction should no longer appear on the screen.

```
VERSION 3.1      STARS--ENTER ERROR CORRECTION TRANSACTIONS         S540
FUNCTION: R (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)         AGENCY: 230
  ------TRANS ID------      DATA ELEMENT              DATA ELEMENT
C    DATE TYP NO  SEQ DUP---NUMBER/NAME---- ------------CORRECTION-----------
19990727 5 401 00003 0 DELETE




                                               INTERRUPT:    ACTIVE
  NO MORE ERROR CORRECTION TRANSACTIONS FOR YOUR AGENCY
```

SCENARIO 2 - YOU RELEASED AN EDIT MODE 3 BATCH IN ERROR

When you release a batch in Edit Mode **3**, it creates a RELEASE transaction on the **Enter Error Correction Transactions**, S540 screen. If you realize that you have released a batch in error, go to the **Enter Error Correction Transactions** screen.

NOTE:	You can remove the RELEASE from the S540 screen as long as you do it on the same day you released the batch.

Type **R** in the **FUNCTION** field, the agency number in the **AGENCY** field, and then press ENTER. STARS displays a listing of the batch transactions that will process in the next nightly IEU processing.

In the Edit Mode 3 scenario below, assume that batch 505 should not have been released. Since batch 505 was in Edit Mode 3, the system automatically created a transaction for the S540 screen. Sequence Number 00000 indicates a batch header transaction. The transaction below shows batch number 505 will release (RELEASE) in the nightly IEU processing.

```
VERSION 3.1      STARS--ENTER ERROR CORRECTION TRANSACTIONS           S540
FUNCTION: R (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)           AGENCY: 230
  ------TRANS ID------      DATA ELEMENT               DATA ELEMENT
C    DATE TYP NO  SEQ DUP---NUMBER/NAME---- -----------CORRECTION-----------
  19990817 5 505 00000 0 RELEASE




                                            INTERRUPT:    ACTIVE
 NO MORE ERROR CORRECTION TRANSACTIONS FOR YOUR AGENCY
```

In order to remove the released batch header (sequence **00000**), type **C** in the **FUNCTION** field then press TAB to move to the **C** Column (before the **TRANS ID**, **DATE** field).
Type **D** in the space under the **C** Column, and then press ENTER.

```
VERSION 3.1      STARS--ENTER ERROR CORRECTION TRANSACTIONS           S540
FUNCTION: C (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)           AGENCY: 230
  ------TRANS ID------      DATA ELEMENT               DATA ELEMENT
C    DATE TYP NO  SEQ DUP---NUMBER/NAME---- -----------CORRECTION-----------
D 19990817 5 505 00000 0 RELEASE




                                            INTERRUPT:    ACTIVE
 NO MORE ERROR CORRECTION TRANSACTIONS FOR YOUR AGENCY
```

Once you have entered the change, you should see the **Valid Transactions Added/Changed** message on the bottom of the screen.

```
VERSION 3.1      STARS--ENTER ERROR CORRECTION TRANSACTIONS           S540
FUNCTION: C (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
  ------TRANS ID------       DATA ELEMENT              DATA ELEMENT
C    DATE TYP NO  SEQ DUP---NUMBER/NAME---- ------------CORRECTION-----------




                                            INTERRUPT:    ACTIVE
  VALID TRANSACTIONS ADDED/CHANGED
```

To confirm that STARS has removed the transaction, Type **R** in the **FUNCTION** field and press ENTER. The transaction should no longer appear on the screen.

```
VERSION 3.1      STARS--ENTER ERROR CORRECTION TRANSACTIONS           S540
FUNCTION: R (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
  ------TRANS ID------       DATA ELEMENT              DATA ELEMENT
C    DATE TYP NO  SEQ DUP---NUMBER/NAME---- ------------CORRECTION-----------




                                            INTERRUPT:    ACTIVE
  NO MORE ERROR CORRECTION TRANSACTIONS FOR YOUR AGENCY
```

SCENARIO 3 - YOU RELEASED AN EDIT MODE 3 BATCH THAT SHOULD BE ON HOLD

In order to put an Edit Mode **3** batch that has previously been released back on hold, type an **H** in the **FUNCTION** field on the F9 - **Batch Balancing** screen. The **Batch Balancing** screen is sometimes referred to as the F9 screen because you get to it from the **General Purpose Transaction** screen by using the F9 key:

```
VERSION 3.1        STARS--GENERAL PURPOSE TRANSACTION ENTRY           S501
BATCH: AGY 230 DATE 08171999 TYPE 5 NO 505 MODE MASTER EDIT ONLY  SEQ-NO 00001
CUR-DOC/SFX: EXP00001 01 TRANS-CODE: 230          RVS:     DISB-METH:
REF-DOC/SFX:                    MOD:           BFY: 00   GAAP IND:
INDEX     :                         SEC AGENCY:
PCA       : 01331                        SUBSID:        PCN:
EXP-SUB-OBJ/DET: 5410
REV-SUBOBJ/DET:
AMOUNT   : 300.00          WARR-NO:              BU:        GLA:
DOC TOTAL:                 PROP#:         CMP#:          CI:
INV-NO : 23456        INV-DESC : OFFICE SUPPLIES
VEND-NO: 820183581 00      NAME :
                           NAME 2:
                           ADDR  :
                           CITY  :            STATE:   ZIP:
GRANT/PH:          PROJ/PH:           FUND/DET:           F/O:
    MPC:           LOC:               FAC:             TSK:
DOC-DATE:    EFF-DATE: 081799 DUE-DATE:          INTERRUPT:



ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
PF9=BATCH BALANCING
```

You will also need to remove the release transaction in the **Enter Error Correction Transactions** , S540 screen. Since the S540 screen overrides the batch information, the batch will still release unless you remove the RELEASE transaction from the S540 screen . Follow the instructions for Scenario 2

SCENARIO 4 - YOU NEED TO CHANGE A BATCH EFFECTIVE DATE FROM A CLOSED MONTH ON AN EDIT MODE 3 BATCH

When you release a batch in Edit Mode 3 and the batch has a **Batch Effective Date** in a prior month that is closed, you will get an error message of "Invalid Month".
If you realize that the batch effective date on an Edit Mode 3 batch is in a closed month, you can change the **Batch Effective Date** on the **Enter Error Correction Transactions**, S540 screen. You can only make changes in the S540 screen to transactions that are in Edit Mode **3**. STARS processes all S540 screen override items in the nightly IEU before processing the rest of the batch.

You can see the **Batch Effective Date** and the **Edit Mode** on the F11 - **View Batch Summary** screen, as in the following example. (You can also see this information on the F12 - **View/Select Headers** screen as the **Effective Date** column and the **Mode** column for edit mode. Do not refer to the date in the **Batch ID** column.)

```
VERSION 3.1               STARS--VIEW BATCH SUMMARY                S520

 FUNCTION: F (F=FIRST PAGE, N=NEXT PAGE)

 BATCH-ID:   AGCY 230 DATE 07091999 TYPE 5 BATCH-NO 001 SEQUENCE 00001
 EFF-DATE 072699 STATUS H DISB METHOD      MODE 3

                              EXP/REV BUDG            CURRENT
 SEQ  TC  R  PCN INDEX   PCA SOBJ/DTL UNIT FUND DTL  DOCUMENT        AMOUNT
 00003 230               01209 6870                  EXAMPLE 03 0000004000.00
 00005 230               01209 6710                  EXAMPLE 05 0000002000.00

            ┌──────────────────────────────────────┐    ┌──────────────────────┐
            │ The effective date of the batch shows on the │  │ The batch is in Edit Mode "3" │
            │ F11 View Batch Summary Screen.       │    │ so the batch effective date can │
      BATCH │                                      │    │ be changed on the S540 screen. │
         ENTERED COUNT:  00002          ENTERED AMOUNT
         COMPUTED COUNT: 00002          COMPUTED AMOUNT: 0000006000.00
                                                   INTERRUPT:

 PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS, PF12=VIEW/SELECT HEADERS
```

In this scenario, if you tried to release this batch on 08/13/99 after the July files have been closed, the batch would error out with an "Invalid Month" error message. The batch will not process until you change the **Effective Date** on the batch header and the transactions to an August date. STARS files are usually open for three working days into the next month. After that time, you will have to change the Batch Effective Date.

The easiest way to make the change to the batch header and the transactions is through the S540 screen. Although you may change all of the transactions to an August date, the batch will not process until you change the **Batch Effective Date** on the **Enter Error Correction Transactions**, S540 screen.

Instead of changing individual transactions, the following steps are recommended:

1. Release the batch on the F9 screen.
   Have the appropriate level Operator release the batch on the regular F9 screen.
   The operator who has release capabilities is the only operator who can change the effective date on a batch header. Data entry operator can change effective dates on transaction, but not Batch headers

2. Interrupt to the Enter Error Correction Transactions, S540 screen.

3. Type **R** in the **FUNCTION** field, and then press ENTER.

4. Type **A** in the FUNCTION field and press TAB.

5. Replace (type over) **RELEASE** with **BATCH EFF DATE**.

6. Type an **A** in the **C** column.

7. Press TAB to move to the **Data Element Correction** field and type a new date (e.g., 19990813), then press ENTER.

8. Verify the message, Valid Transactions Added/Changed.

9. Type **R** in the **FUNCTION** field, and then press ENTER to confirm the data.

NOTE:	If you only want the effective dates changed without releasing the batch, follow the same instructions as above but use Function **C** for change instead of Function **A** for add. With a Function C, the RELEASE transaction will change to become a BATCH EFFECTIVE DATE transaction.

The following illustration will show these steps in detail.

Once the batch is released, you will also see the "Error Correction Release Transaction Has Been Created" message on the F9 **Batch Balancing** screen. This means that STARS has made an automatic entry to the S540 screen.

F9 – Batch Balancing Screen

```
VERSION 3.1                    STARS--BATCH BALANCING                      S502

 FUNCTION:   (H=HOLD, R=RELEASE, O=OVERRIDE, D=DELETE)
                 (BLANK FUNCTION RETURNS TO BATCH HEADER ENTRY)

 BATCH AGENCY: 230
 BATCH DATE:   07091999         The batch date is 07/09/1999 but the Batch Effective
 BATCH TYPE:   5                Date is 7/26/99 per the above F11 View Batch
 BATCH NUMBER: 001              Summary screen.  Since it is 8/13/99, July processing
                                is closed.
 BATCH BALANCE
               ENTERED COUNT:    00002    ENTERED AMOUNT:  0000006000.00
               COMPUTED COUNT:   00002    COMPUTED AMOUNT: 0000006000.00

 BATCH APPROVED BY:                            BATCH OPER-ID:  AHH
          AHH XYZ SWS
           AL1 AL2 AL3 AL4 AL5 AL6 AL7 AL8 AL9   Approval level 3 Operator ID
                                                 must release.  You will see the
          USER APPROVAL LEVEL:     3             Released message.
          REQUIRED APPROVAL LEVEL: 3
                                               INTERRUPT:
BATCH HAS BEEN SUCCESSFULLY RELEASED
ERROR CORRECTION RELEASE TRANSACTION HAS BEEN CREATED
PF10=CHG BATCH/VIEW DETAILS, PF11=VIEW BATCH SUMMARY, PF12=VIEW/SELECT HEADER
```

1. Interrupt to the S540 screen, type **R** in the **FUNCTION** field

2. Type you agency number in the **AGENCY** field, then press ENTER to see Batch 001.

```
VERSION 3.1      STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION: R (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)        AGENCY: 230
  ------TRANS ID------      DATA ELEMENT              DATA ELEMENT
C    DATE TYP NO  SEQ DUP---NUMBER/NAME----------------CORRECTION-----------
  19990709 5 001 00000 0 RELEASE
```

To change the batch effective date, you will make an addition to this screen since you want to retain the RELEASE transaction but want to add an additional **Batch Effective Date** transaction.

3. Type **A** in the **FUNCTION** field then press TAB to move to the change (**C**) column.

4. Type an **A** in the **C** column.

5. Replace (type over) the **RELEASE** with **BATCH EFF DATE.**

6. Press TAB to move to the **Data Element Correction** field and type a new date in the same format as the date in the **Trans ID** section (such as 19990813).

7. Press ENTER.

```
VERSION 3.1      STARS--ENTER ERROR CORRECTION TRANSACTIONS           S540
FUNCTION: A (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)           AGENCY: 230
  ------TRANS ID------      DATA ELEMENT            DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME--- -------------CORRECTION-----------
  19990709 5 001 00000 0 BATCH EFF DATE    19990813




                                            INTERRUPT:   ACTIVE
NO MORE ERROR CORRECTION TRANSACTIONS FOR YOUR AGENCY
```

You will see a "Valid Transactions Added/Changed" message at the bottom of the screen.

```
VERSION 3.1      STARS--ENTER ERROR CORRECTION TRANSACTIONS           S540
FUNCTION: A (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)           AGENCY: 230
  ------TRANS ID------      DATA ELEMENT            DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME---- -------------CORRECTION----------




                                            INTERRUPT:   ACTIVE
VALID TRANSACTIONS ADDED/CHANGED
```

8. To confirm that STARS has added the transaction, type **R** in the **FUNCTION** field, type your agency number in the **AGENCY** field, then press ENTER.

You will see two batch header transactions - both the **BATCH EFFECTIVE DATE** transaction and the **RELEASE** transaction.

```
VERSION 3.1      STARS--ENTER ERROR CORRECTION TRANSACTIONS           S540
FUNCTION: R (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)           AGENCY: 230
  ------TRANS ID------      DATA ELEMENT            DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME---- -------------CORRECTION----------
  19990709 5 001 00000 0 BATCH EFF DATE    19990813
  19990709 5 001 00000 0 RELEASE




                                            INTERRUPT:   ACTIVE
NO MORE ERROR CORRECTION TRANSACTIONS FOR YOUR AGENCY
```

In the nightly IEU processing, the system will process these transactions first. The BATCH EFFECTIVE DATE transaction will change the effective date of the batch header as well as all of the transactions in the batch.

DATA ENTRY FIELDS - HOW DO THEY AFFECT STARS

The data entry fields affect STARS controls in many different ways. We will discuss all of the fields found on the General Purpose Transaction Entry screen (batch type 5) which includes all data entry fields.

Example of the General Purpose Screen (batch type 5)

```
VERSION 3.1         STARS--GENERAL PURPOSE TRANSACTION ENTRY            S501
BATCH: AGY    DATE        TYPE   NO    MODE                   SEQ-NO 00001

CUR-DOC/SFX:            TRANS-CODE:              RVS:      DISB-METH:
REF-DOC/SFX:                 MOD:               BFY: 00   GAAP IND:
INDEX     :                           SEC AGENCY:
PCA       :                           SUBSID:         PCN:
EXP-SUB-OBJ/DET:
REV-SUBOBJ/DET:
AMOUNT   :                  WARR-NO:              BU:       GLA:
DOC TOTAL:                  PROP#:            CMP#:        CI:
INV-NO :            INV-DESC :
VEND-NO:              NAME  :
                     NAME 2:
                     ADDR  :
                     CITY  :              STATE:    ZIP:
GRANT/PH:          PROJ/PH:          FUND/DET:        F/O:
   MPC:            LOC:              FAC:            TSK:
DOC-DATE:     EFF-DATE: 110299 DUE-DATE:      INTERRUPT:
```

The following is an explanation of the General Purpose data entry fields and their normal use in the STARS system.

> **NOTE:** The two-character INTERRUPT field on the bottom left of the screen is to go to another screen to see other STARS information then return to the original screen. You cannot "interrupt" TO data entry screens. However, you can "interrupt" FROM them and return.

GENERAL PURPOSE TRANSACTION ENTRY DATA FIELDS

Data Element	Definition
BATCH HEADER INFORMATION (INCLUDES LOCATION OF TRANSACTION SEQUENCE NUMBER)	
VERSION	Not used in the STARS controls.
TITLE	The first line shows the TITLE of the screen you are using for data entry. Use this line to identify the screen you are working in when you are having data entry problems.
SCREEN NUMBER	The number in the right corner (S501) is the SCREEN NUMBER. Use this line to identify the screen you are working in when you are having data entry problems.
BATCH HEADER INFORMATION - TRANSACTION ID	This line shows the batch header information - the agency, batch date, batch type, batch number, edit mode, and transaction sequence number. These elements (except the edit mode) become the TRANSACTION ID on many of your reports. STARS requires that each transaction have a unique Trans-ID (at least one of the elements must be different). See the information in the *BATCH HEADER INPUT FORM* section later in this chapter. NOTE: The sequence number automatically increases by one each time you enter another transaction. This sequence number remains with the transaction even if you delete it.
EDIT MODE	The EDIT MODE field shows the edit mode status of the batch without having to return to the F12 screen to check.

Data Element	Definition
TRANSACTION DATA ENTRY FIELDS	
CUR-DOC/SFX	Most STARS transactions require an eight-character CURRENT DOCUMENT and two-digit SUFFIX number. STARS uses the suffix number to identify different transactions if you are using the same Current Document number for multiple transactions. STARS uses this number as the document number on the Document file when the transaction code creates a document. The Document File is used for keeping track of individual records such as accounts receivables, accounts payables, encumbrances, loans, etc.
	STARS also uses this number on the Vendor Payment File, listing the payments to a vendor in alphabetical order using this CUR-DOC/SFX number. To keep the numbers in date order, you may want this number to be consecutive from the first of the year to the end. (EXAMPLE: RCPT000001, RCPT000002, etc.)
TRANS-CODE	Every STARS transaction requires a three-character TRANSACTION CODE. This code determines to what General Ledger accounts and STARS files the transaction will post. It governs which data entry fields you need or if you are allowed to enter data. It also determines whether STARS will generate a warrant or another transaction code. See the *TRANSACTION CODE DECISION TABLE* chapter for more information on transaction codes.
RVS	The one-character REVERSAL will change the debits and credits of a Transaction Code. You normally leave this field blank unless you are doing an "R" reversal. You must use the space bar to clear this field.

Data Element	Definition
DISB-METH	The one-character DISBURSEMENT METHOD Indicator (DMI) will sort the warrants that are processed daily that have the same DISB-METH indicator. Disbursement Method "L" sorts a warrant from the regular mail so we can send it to your office before mailing (for non-EFT vendors). You must use the space bar to clear this field. NOTE: For agencies that have a large volume of special program warrants, SCO can assign a unique disbursement method to group these warrants.
REF-DOC/SFX	STARS uses the eight-character REFERENCE DOCUMENT NUMBER and two-digit SUFFIX when posting information to the Document File once the document is set up by the Current Document Number. This tells the system to which existing document number to post the transaction. See the *EXPENDITURES AND DISBURSEMENTS* and the *INTERAGENCY BILLINGS* chapters for more information on using reference document numbers.
MOD	STARS uses the one-character MODIFIER field to close or re-open a document on the Document File. You must use the space bar to clear this field. Modifier "F" (final) closes a document where modifier "A" opens a closed document. NOTE: If you open a closed current year encumbrance document that was finalized when it had a balance, the additional liquidation amount will not reverse back to the amount before the finalization.
BFY	Every STARS transaction requires a two-digit BUDGET FISCAL YEAR. This tells the computer which year to post the transaction. STARS normally defaults to the current BFY unless you override it when you are making a payment to a prior year encumbrance.

Data Element	Definition
GAAP IND	The one-character GAAP INDICATOR helps your agency track transactions at the end of one year and the beginning of the next year. Your agency will use this for manual data entry into the Comprehensive Annual Financial Report to show accruals. You must use the space bar to clear this field. See the *GAAP CLOSING PACKAGES* manual for more information. A list of GAAP indicators are available in Appendix C – Other Info under *STARS GAAP INDICATORS*.
INDEX/PCA	STARS requires most of the transactions to have both a four-character alphanumeric INDEX and a five-character alphanumeric PCA. The Index or PCA are codes used by your agency to identify certain programs (PCA) or organization (Index) structure. The Indexes and PCAs are "shortcut" keys that help decrease the amount of data fields you have to enter. Since many of your transactions require posting to the same data fields time after time, these "shortcut" keys can be set up to automatically enter (lookup) the same data element information each time you use them. Most agencies are either PCA-driven (where the PCA automatically enters the Index) or Index-driven (where the Index automatically enters the PCA). Some agencies are both. The system can generate different levels of reports for your agency based on the agency structure that you attach to these keys. These are set up at the first of each year by your agency. See the *CLASSIFICATION STRUCTURE* chapter and its subchapters *INDEX* and *PCA* for more information.

Data Element	Definition
SEC AGENCY	The three-digit SECOND AGENCY is required on transactions where an agency is billing another agency or is sending cash to another agency. This allows the system to know the other state agency that is involved in the transaction. STARS can use this SEC AGENCY code to automatically transfer monies between agencies when it creates the generated transaction defined by the transaction code.
SUBSID	The seven-digit SUBSIDIARY number identifies subsidiary accounts for transactions that allow an agency to track amounts separately by a unique subsidiary number. This may show the accounts receivable by agency instead of document-by-document. See the *GENERAL LEDGER* chapter for more information on subsidiaries.
PCN	The four-digit PCN identifies the payroll Position Control Number when doing transactions that post to payroll subobjects (4000 – 4999). Only a small number of transactions allow a PCN number.
EXP-SUB-OBJ/DET	STARS uses the four-digit EXPENDITURE SUBOBJECT and two-digit DETAIL to identify the payment category such as office supplies, accounting services, etc. You can find these expenditure subobjects in EXPENDITURE SUBOBJECTS LONG LIST of this manual. The Expenditure Subobjects are statewide (every agency uses the same) while the Detail is agency-specific (each agency can set them up however they wish). These post to the files for reporting and budgetary controls. STARS uses these subobjects to trigger additional internal processes. EXAMPLES: The Personnel subobjects (4000 - 4999) require a transaction where the PCN number is required. Some of the Capital Outlay subobjects (6000 – 6999) require an inventory number since the information goes to the Fixed Asset System.

Data Element	Definition
REV-SUBOBJ/DET	STARS uses the four-digit REVENUE SUBOBJECT and the two-digit DETAIL to identify the category of the receipt received. You can find these revenue subobjects in REVENUE SUBOBJECTS SHORT LIST of this manual. The Revenue Subobjects are statewide (every agency uses the same) while the Detail is agency-specific (each agency can set them up however they wish). These post to the files for reporting and cash controls.
AMOUNT	Every STARS transaction requires an AMOUNT (maximum eighteen-digit number, including a decimal). Exclude commas, dollar signs, and negatives from your entries. Amounts are not necessarily the amount you see on a check or the total amount you are paying. These amounts can be broken down into numerous transaction amounts to be able to post to different programs or organizations depending on the Index, PCA, Grant or Project identified. STARS posts these amounts to various STARS files to use for reporting as well as for cash and budgetary controls. See the TRANSACTION CODE DECISION TABLE chapter of the manual for more information on file postings.
WARR-NO	Agencies will not normally enter the nine-digit WARRANT NUMBER. STARS automatically issues the warrant number on payments your agency makes. These data entry Warrant Numbers are entered when the State Controller's Office or an agency with special permission issues a manual warrant. You can find all of these warrant numbers on the Vendor Payment and Warrant Files. See the EXPENDITURE AND DISBURSEMENT chapter for more information on warrants.

Data Element	Definition
BU	STARS normally looks up the four-digit BUDGET UNIT using your Index or PCA information. The only time you will normally have to enter a Budget Unit is for entering budgetary batches. See the *BUDGETING* chapter of this manual for more information on budget units.
GLA	Agencies will not normally enter the four-digit GENERAL LEDGER ACCOUNT. The State Controller's Office will enter this field on unusual transactions that only SCO can enter. See the *GENERAL LEDGER* chapter for more information on G/L accounts.
DOC TOTAL	The eighteen-digit DOCUMENT TOTAL accumulates all of the transactions entered in a batch as long as you have not gone out of the batch. Only the data entry screen uses this total.
PROP# / COMP#	The ten-character PROPERTY NUMBER and the two-digit COMPONENT NUMBER are the inventory numbers your agency uses. STARS requires this number on some of the Capital Outlay subobjects and transfers this number to the Fixed Asset System. See the *FAS USER MANUAL* under Library - Online Manuals for more information.
CI	You can enter the one-character CAPITALIZATION INDICATOR if the transaction you are entering will not normally go to the Fixed Asset system but you wish it to. You would normally use this field if you had Operating Expenditures (5000 – 5999) that you want to post to the Fixed Asset System. If you enter a CI, you must also enter the Property and Component Number. See the *FAS USER MANUAL* under Library – Online Manuals for more information.

Data Element	Definition
INV-NO	The fourteen-character INVOICE NUMBER will print on the warrant stub as information to the vendor that you are paying. This number lets the vendors know where to post the payment without having to have additional paperwork sent to them. Likewise, it tells STARS where to post the payment when processing Interagency Billings (where one agency bills another). STARS also posts this information to the Vendor Payment File. This invoice number shows on daily reports for both expenditures and receipts. See the *EXPENDITURES AND DISBURSEMENTS* and the *INTERAGENCY BILLINGS* chapters for more information.
INV-DESC	The thirty-character INVOICE DESCRIPTION will print on the warrant stub. Be sure you include enough information so either the vendor or your agency can identify the payment. This is additional information to the vendor such as the month or on whose behalf the payment is being made. STARS also posts this information to the Vendor Payment File. The invoice description shows on daily reports for both expenditures and receipts. See the *EXPENDITURES AND DISBURSEMENTS* chapter for more information.
VEND-NO	STARS uses the nine-character VENDOR NUMBER and the two-character SUFFIX to look up the name and address on the Vendor Edit Table (table 21) in order to send the payment to the correct vendor and location. This is the number STARS uses for tax reporting to the IRS. See the *EXPENDITURES AND DISBURSEMENTS* chapter and subchapters for more information on *VENDORS* and *1099-MISC* tax reporting.

Data Element	Definition
NAME	The Vendor Number normally looks up the forty-character VENDOR NAME from the Vendor Edit Table (table 21). However, if you use a transaction code that does not allow the vendor number for a payment to a vendor, you must manually enter the Vendor Name. This is the name STARS uses for tax reporting to the IRS. This name and the above Vendor Number must match the IRS or SSN files. See the *EXPENDITURES AND DISBURSEMENTS* chapter and subchapters for more information on *VENDORS* and *1099-MISC* tax reporting.
NAME 2	The Vendor Number normally looks up the forty-character VENDOR NAME 2 from the Vendor Edit Table (table 21). However, if you use a transaction code that does not allow the vendor number for a payment to a vendor, you must manually enter the Vendor Name 2, if there is one. The Vendor Name 2 is usually the business name for the sole-proprietor or partnership. It could also be the affiliated business name of a large corporation (the corporation name would be in Name and the business name would be in Name 2). STARS sends this name to the IRS for informational purposes only. See the *EXPENDITURES AND DISBURSEMENTS* chapter and subchapters for more information on *VENDORS* and *1099-MISC* reporting.
ADDR / CITY / STATE / ZIP	The Vendor Number looks up the forty-character ADDRESS, the fifteen-character CITY, the two-character STATE, and the nine-character ZIP CODE (zip plus 4) fields from the Vendor Edit Table (screen 21). However, if you use a transaction code that does not allow the vendor number for a payment to a vendor, you must manually enter the Address, City, State, and Zip Code. See the *EXPENDITURES AND DISBURSEMENTS* chapter and subchapters for more information on *VENDORS* and *1099-MISC* reporting.

Data Element	Definition
GRANT/PH	STARS can look up the six-character GRANT and two-character PHASE using your Index or PCA information. You can also enter it directly or override the looked up Grant and Phase. Agencies use the Grant/Phase to keep track of certain types of revenues and/or expenditures. Grants are not exclusively for Federal Grants so you can use them to track any type of information. You can set up Grants with controls that will stop a payment if you exceed certain limitations set by your agency. See the Classification Structure chapter and the *GRANTS* subchapter for more information.
PROJ/PH	STARS can look up the six-character PROJECT and two-character PHASE using your Index or PCA information. You can also enter it directly or override the current Project and Phase. Agencies use the Project/Phase to keep track of certain types of revenues and/or expenditures. You can use Projects to breakdown projects within a grant or you can use them on their own. Projects do not have the capability to stop a payment. It only collects the data. See the *CLASSIFICATION STRUCTURE* chapter and the *PROJECTS* subchapter for more information.
FUND/DET	STARS normally looks up the four-digit FUND and two-digit DETAIL using your Index or PCA information. The only time you should have to enter a Fund or Detail is for entering budgetary batches. The State Controller's Office will enter this field on unusual transactions that only SCO can enter. See the *GENERAL LEDGER* chapter for more information.

Data Element	Definition
F/O	The one-character FUND OVERRIDE allows the transaction to process although there is not enough cash or appropriation available. The State Controller's Office will enter this field on unusual transactions that only SCO can enter. You will see a fund override "W" on all TC 326 (payroll) transactions. This allows payroll to post although your agency does not have sufficient cash or appropriation.
MPC	The ten-character MULTI-PURPOSE CODE field is available for agency use. It is also used for MER (miscellaneous encumbrance requisitions) documentation when setting up an encumbrance expecting to go across fiscal years. The DAFR6870 (Expenditure Report by Multipurpose Code) is available for reporting this field.
LOC / FAC / TASK	The Index and PCA can look up the six-character LOCATION, the four-character FACILITY, and the four-character TASK. However, they are often manually entered. Each agency defines these fields as they need them to identify certain transactions for grouping. There are no reports by these fields. You will have to use an alternative reporting program to accumulate the information. They are for agency reference only. See the *CLASSIFICATION STRUCTURE* chapter for more information.
DOC-DATE	STARS uses the DOCUMENT DATE to age the accounts receivable from documents on the Document File. This is the date the receivable began, not when you enter it into the system.

Data Element	Definition
EFF-DATE	STARS uses the six-digit EFFECTIVE DATE on the transaction to know which month to post the transaction. During the first three days of the next month, both the prior month and current month are open for posting. During this period, STARS allows you to post to either month depending on this Effective Date. Once STARS closes a month, you must change this Effective Date to the current month that is open.
DUE-DATE	STARS uses the six-digit DUE DATE on special transaction codes in order to print a future date on the warrant. Most transaction codes do not have this feature.

HOW TO COMPLETE DATA ENTRY FORMS

BATCH HEADER INPUT FORM

To set up a batch header, use the batch header input form. Click here to download a Batch Header Input form.

FORM: HEADER

STATE OF IDAHO - STARS
BATCH HEADER INPUT

REV. 8/9/99

AGENCY NAME: **CORRECTIONS**

AGENCY CODE: **230**

BATCH DATE: **08171999**

BATCH TYPE: **5**

BATCH NUMBER: **505**

BATCH COUNT: **4**

BATCH AMOUNT: **809.00**

EFFECTIVE DATE: **081799**

BFY: **00**

APPROVAL LEVEL: _____

DOCUMENT NUMBER:
FROM: **EXP00001** TO: **EXP00004**

Required for J & I Batches	
Checks	
Currency...........	
Coin..................	
Warrants...........	
TOTAL.............	

AGENCY BATCH TYPES
1 = Budgetary
2 = Revenue, Receivable
3 = Expenditure, Disbursement, Encum, Pre-Enc
4 = Expenditure, Disbursement, Encum, Pre-Enc
5 = General Purpose
I = Insufficient Check Return
J = Cash Receipts
K = Purchase of Investment

Any other Alpha or Numeric batch types will bring up the #5 general-purpose screen.

*The SCO Special Purpose Batch Types are listed for your information only. Please do not use these batch types.

*SCO SPECIAL PURPOSE BATCH TYPES	
6 = Prior Year Adjustment	R = Rotary Redemption
A = Adjustments	T = Statutory Transfers
B = Proration Receipts	V = EIS Vendor Payments
F = Fixed Assets	X = CAFR Related
G = Payroll	Y = Fiscal Year End
N = State Employee Net Pay	Z = Generated Batches
Q = Warrant Cancellation or Redemption	

PREPARED BY: _____ DATE: _____ PHONE: _____

ENTERED BY: _____ DATE: _____

REVIEWED BY: _____ DATE: _____

RELEASED BY: _____ DATE: _____

The following is an description of the Batch Header Form fields. The combination of **Agency**, **Batch Date**, **Batch Type**, and **Batch Numbe**r fields is unique for each batch. Once entered, you cannot use this combination again even if you later delete the batch.

Data Element	Definition
AGENCY NAME	Enter your AGENCY NAME. This is for reference only.
AGENCY CODE	Enter your three-digit AGENCY code. STARS automatically fills in the AGENCY field with your agency three-digit code unless a control agency enters a batch.
BATCH DATE	Enter an eight-digit batch date in MMDDYYYY format. By default, STARS displays the current date, but you can override it. STARS transaction registers usually show this batch date. STARS will not allow you to enter a future date.
BATCH TYPE	Enter a one-character BATCH TYPE. After completing the STARS General Purpose Transaction screen, a secondary data entry screen will open with different data entry fields appropriate for the batch type entered. Select a Batch Type depending on the types of transactions you are processing in the batch. Some transaction codes require less data entry than others.
AGENCY BATCH TYPES	**1** - Budgetary
	2 - Revenue, Receivable
	3 and 4 - Expenditure, Disbursement, Encum, Pre-Enc (types 3 and 4 recall the identical screen)
	5 - General Purpose (has all of the data entry fields)
	I - Insufficient Check Return (for returned checks by STO)
	J - Cash Receipts (for deposits to STO)
	K - Purchase of Investment (does not submit information to STO)
	OTHER - Any other Alpha or Numeric batch types will give you the #5 General Purpose screen.

Data Element	Definition
SCO SPECIAL PURPOSE BATCH TYPES	SCO uses certain batch types depending on the nature of the batch. Do not use these batch types (unless directed to do so). These batch types may appear on the daily Transaction Activity report.

6 - Prior Year Adjustments	**R** - Rotary Redemption
A - SCO adjustments	**T** - Statutory Transfers
B - Proration Receipts	**V** - EIS Vendor Payments
F - Fixed Assets	
G – Payroll	**X** - CAFR Related
N - State Employee Net Pay	**Y** - Fiscal Year End
Q - Warrant Cancellation or Redemption	**Z** - Generated Batches

Data Element	Definition
BATCH NUMBER	Enter up to a three-digit BATCH NUMBER (EXAMPLE: 505). This Batch Number is usually the next consecutive batch number on your Batch Control Log. See more information in the Batch Control Log section later in this chapter.
OTHER HEADER FIELDS	
BATCH COUNT	Enter up to a five-digit BATCH COUNT (EXAMPLE: 4). This should be the number of transactions in the batch. STARS automatically computes the number of transactions entered during data entry and compares them to this entered count. Note: For ease of reviewing, we recommend your batch counts stay under 50 transactions.
BATCH AMOUNT	Enter up to an eighteen-digit BATCH AMOUNT. This amount is an absolute value and should be the total dollar amount of the transactions in the batch. **Add** all transaction amounts even if they are reversals to get this total. STARS automatically computes your individual transaction amounts during data entry and compares them to this entered amount.

Data Element	Definition
BATCH EDIT MODE	Enter a one-digit BATCH EDIT MODE. **0** - No edits. Enters data without edits to the tables during data entry. This mode allows you to enter a future effective date. **1** - Enters data with table edits during data entry. Used for most normal batch entries. **2** - Enters data online, real-time, doing both table and financial edits. **3** - Automatically assigned by the computer for a batch that is in error. **NOTE:** STARS automatically displays edit mode 1 in the Batch Header Entry Screen. Only the State Controller's Office can enter batches in edit mode 2.
EFFECTIVE DATE	Enter a six-digit EFFECTIVE DATE (format: MMDDYY) in the effective date field using a two-digit year. STARS automatically displays the current date. If you want to override this date, code the new date on the HEADER form. STARS will carry this date forward to your transaction screen, which you can override if you wish. You can enter future effective dates as long as it is in the current month. STARS will process a future date transaction on the date you release the transaction, not the effective date of the transaction.
BFY	Budget Fiscal Year. STARS automatically displays the BFY in two-digit format (YY). To override this, enter the new BFY on the HEADER form. STARS will carry this BFY forward to your transaction screen, which you can also override. You would normally change this BFY field if you are paying a prior year encumbrance. STARS allows a future BFY only in June and only on specific budgeting transactions. See the Budgeting chapter for more information.

Data Element	Definition
APPROVAL LEVEL	STARS will update this APPROVAL LEVEL depending on the transactions entered in the batch. You would not normally need to enter information in this area unless you want to increase the approval level. An example would be if an approval level 3 person wants to see a specific receipt adjustment batch before your agency releases it. If you have data entry personnel enter an approval level 3 batch, the batch cannot be released by the normal approval level 2 that is required for receipt batches.
DOCUMENT NUMBER FROM: TO:	Enter the beginning and ending document number you used in the batch. This will make it easier to identify the documents you are processing in the batch. Agencies usually put these document numbers on the Batch Control Log.
FOR J AND I BATCH TYPES	
CHECKS	If you are creating a J or I batch type, enter the total amount of CHECKS involved. Enter the amount of checks you are depositing. Include any cashiers checks and money order in this section. If your deposit is an EFT, enter your EFT amount here and circle WIRES in the title. If there is no amount for the Checks field, put a zero (0) in the field.
CURRENCY	If you are creating a J batch type, enter the total amount of CURRENCY. This is the amount of cash in paper bills you are depositing. If there is no amount for the Currency field, put a zero (0) in the field.
COIN	If you are creating a J batch type, enter the total amount of COIN (coins you are depositing). If you have enough change to fill a standard coin-roll wrapper, STO would like to have the coins rolled. Otherwise, bring your coins in a small envelope. If there is no amount for the Coin field, put a zero (0) in the field.
WARRANTS	If you are creating a J or I batch type, enter the total amount of WARRANTS. If there is no amount for the Warrants field, put a zero (0) in the field.

Data Element	Definition
TOTAL	Total all Checks, Currency, Coin, and Warrants amount fields then enter the amount in this total field. You will not have to enter the total - the total field will automatically calculate and fill.
PREPARED BY / DATE	The person creating the batch should sign and date the form. If there are any problems during data entry, the data entry person knows who to contact for questions or corrections.
ENTERED BY / DATE	The person entering the batch should sign and date the form. If there are any problems with the data entry, the review person knows whom to contact for questions or corrections.
REVIEWED BY / DATE	The person reviewing the batch should sign and date the form. The release person then knows who reviewed the batch before their receiving it for final approval.

WHERE TO SEND THE HEADER

Data Element	Instructions
AGENCY PREPARER	Complete form and required transactions.
	Sign and date the form to verify the data is ready for data entry.
	Forward the signed form and documentation to your data entry personnel.
AGENCY DATA ENTRY	Fill out the form and the transactions in the batch.
	Approve the data entry batch online. Sign and date the form verifying you have correctly entered the data.
	Forward the signed form and documentation to your review personnel.
AGENCY REVIEW PERSONNEL	Review that the form and transactions for correct data entry and coding.
	Approve the reviewed batch online. Sign and date the form verifying you have reviewed the information.
	Forward the signed form and documentation to your release personnel unless the batch is a J or I batch. If the batch is a J or I batch, forward the signed form and a copy to the State Treasurer's Office with the cash receipts and a receipt tape.

AGENCY RELEASE PERSONNEL

1. Review the information to verify the data is accurate and is due and payable.

2. Approve the batch online. Sign and date the form verifying the data is accurate and is due and payable.

3. Forward the completed form and documentation to the agency personnel that verify that the batch completely processes through the STARS system.

-OR-

STATE TREASURER'S OFFICE

1. Stamp in the forms.

2. Retain one copy with the cash receipts and receipts tape for verification and processing.

3. Return one copy to the agency.

4. Approve the J or I batch online.

BATCH CONTROL LOG - AGENCY (AGYLOG)

To keep track of your batches processing through STARS, use the Batch Control Log. You would normally assign consecutive batch numbers to your batches. This log allows you to control those numbers when multiple people create batches.
Click here to download a Batch Control Log - AGYLOG form with instructions.

DAILY DATA ENTRY REPORTS

DAILY BATCH RELEASE AND ERROR STATUS REPORTS

Report Name	Description
DAFR1041	**Batch Control Log Reconciliation** Lists all of the batches (except error batches) including their release status, count, and amount. This is similar to the F12 (STARS – View or Select Batch Headers) screen except it is totaled by batch date. Shows the status of the batches before the nightly IEU processing.
DAFR2001	**STARS Error Correction Report - Activity Report** Lists all of the error corrections from the 54 (STARS – Enter Error Correction Transactions) screen. Shows the status of the 54 screen before the nightly IEU processing.
DAFR2003	**STARS Error Correction Report – Detail of Records Deleted** Lists the transaction ID and amount of transactions deleted from error mode 3 batches. These delete through the 54 screen.
DAFR7131	**Daily Transaction Reconciliation Report** The Input Batches section lists all of the batches from the DAFR0141 report above and shows how many transactions posted, erred, or were not released for processing. The Error Batches section lists all of the error batches and shows how many transactions posted, erred again, were not released for processing, or were deleted through the 54 screen.

DAILY TRANSACTIONS PROCESSED OR ERRED REPORTS

Report Name	Description
DAFR7101	**Transaction Activity** Lists all batch headers and transactions that did not error. This shows what was data entered per each transaction including the lookups. Shows all transactions that <u>processed</u> in the nightly IEU processing.
DAFR8001	**STARS Edit Activity Reject Report** This report lists information that cannot or did not process completely through STARS for some unknown reason. They did not "error" due to edits but were unable to process all or part of the file postings. If you receive this report, please contact SCO Statewide Accounting for research.
DAFR8002	**STARS Edit Activity Error Report** Lists all batch headers and transactions that erred. This shows what was data entered per each transaction including the lookups. Shows all transactions that <u>erred</u> in the nightly IEU processing and why they erred. Those items with a Fxx or Exx error codes are usually fatal errors. All others are just warnings on transactions that processed.
DAFR8003	**STARS Edit Activity Turnaround Report** Lists errors on a report that you can use to document changes for correction by data entry. This report can be cumbersome and most agencies do not use it. They prefer to make the correction on the original input form.

SCO CONTROL REPORTS

EDIT MODE 3 BATCH REPORTS - SCO ONLY

DAFR0167	**Batches Deleted Report -** Lists all batch information deleted from mode 3 error reports on a daily basis. SCO only.

NEWS / HELP TABLE REPORTS– SCO ONLY

DAFR0207	**STARS News/Help Table Report -** Lists the information on the News Screen and all items on the Help Table. You can designate ranges.